

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
February 24, 2010**

Meeting called to order at: 7:00pm by President Sharon Rouis

Present: Karen DeAngelo, Director; Trustees - Jean Botta, Keith Fieldhouse, Sonja Olson, Larry Rogers, Sharon Rouis, and Tom Schottman; Rebecca Verhayden Darling, Youth Services Librarian; Stef Leshner, Library Staff; Kim Ireland, Ballston Town Board.

Board Minutes: Minutes from the January 2010 meeting were approved on a motion from Larry Rogers and a second from Keith Fieldhouse.

Report of Special Funds: Trustees reviewed account balances from the current month's statement. No actions were taken, although a request was made by the Board to include all transactions on the accounts (since the last statement) in the current monthly report. The deposit of the \$1000 gift from Ballston Spa National Bank received last month was not shown on the statement.

Monthly Statements: The Board reviewed the February 2010 monthly financial statement. A question was raised about the telephone bill. The Cornerstone monthly bill was just \$110.40 but the statement showed expenses totaling \$510.40. Karen will check to see if this was either a typographical error on the statement or a misallocation of another expense.

Approval of Bills: The monthly bills were approved on a motion from Tom Schottman and a second from Jean Botta.

Director's Report:

Director Karen DeAngelo:

- Karen described an incident between two patrons which escalated to a threatening situation and led to local authorities being contacted. The offending patron, who has also been disruptive in the past, will be notified by certified letter that his privileges have been revoked and that he is no longer welcome at the library. Both Karen and Patti Southworth will sign the letter. A lengthy discussion about staff and patron safety followed. This event has increased the desire to install one or more security cameras at the library. The board also recommended staffing procedures that would allow more than one staff member on each floor whenever possible.
- Karen noted that the library had passed its Fire Safety Inspection in January. A question was raised about CO detectors and if the library was now required to have one in place with a new law which had taken effect in New York State.
- Karen indicated that the Library 1 Exam would be held soon. Rebecca Darling needs this exam to gain her permanent librarian certification. Karen also shared that the Library Clerk exam would be administered soon. This exam is not required for part-time clerks but may be desired by a few library employees.

- Karen informed the board that she may consider a change to lighting in the library. The current light bulbs seem to require frequent maintenance. She has been in contact with a Mr. Muller about new bulbs which, while more expensive, would last much longer with less maintenance. Larry Rogers offered his assistance in reviewing the new bulbs.

Youth Services Librarian Rebecca Darling:

- Rebecca shared that high interest in children's programming has continued. A kids cooking program run in conjunction with Price Chopper held during school break week was especially popular, with multiple sessions scheduled to accommodate the high response rate.
- Rebecca shared dates for the Summer Reading Program: June 28 through August 7. Mary Jane Bombeck will return to offer assistance with the program logistics.

Committee Reports:

- Policy: The board reviewed a proposed change to Policy V – Finance. In section P5100, a revision was made to the purpose of the Trustees Fund. Policy P5200 was deleted, as the committee believed its intent was already covered in P5100. Larry Rogers made a motion to approve the revised policy. Tom Schottman seconded this motion, which then passed.

Unfinished Business:

- Concrete: Karen reported that heaved concrete behind the storage room door was taken out. The door now swings freely. In the spring a layer of gravel will be put down in the vicinity of the door.
- NYS Annual Report: Karen presented the board with the 2009 Annual Report, which includes library information and statistics. Sonja Olson made a motion to approve the report. Larry Rogers seconded the motion, which then passed.
- Library Lobby Day: Karen noted this event would be held Tuesday March 2.

New Business:

- Thermostats: Karen had shared a cost proposal to replace 3 thermostats with improved programmable models. The board encouraged Karen to make this change. Funds for this will come from the Building Repairs budget.
- Book Sale monies: Tom Schottman suggested that the board re-consider splitting proceeds of the semi-annual Book Sale with the Friends of the Library. The Friends man the sale and have suggested perhaps they should retain all of the proceeds from the sale. The topic was tabled, as was a follow-up discussion about continued use of Trustee Funds for staff bonuses and the annual dinner meeting.
- Letter from Rick Reynolds: Karen passed around a letter from the Town Historian Rick Reynolds thanking her for her support with the local Explore New York 400 (Hudson Quadricentennial) events held last year.
- Charlton Newsletter: The Library has been asked to submit an article for a town newsletter. Karen will submit the article by the end of the week.

The board then went into Executive Session to discuss a Personnel issue.

Meeting Adjourned: at 9:05pm

Minutes Submitted by: Sonja Olson