

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
February 23, 2011**

Meeting called to order at: 7:05 PM by President Sharon Rouis.

Present: Staff--Rebecca Verhayden Darling, Youth Services Librarian; Trustees--Jean Clancy Botta, Sonja Olson, Lawrence Rogers, Sharon Rouis, and Tom Schottman. Town Representatives—None present. Observers—Erin Bishop, Maryann Haskell, Stefanie Leshner.

Board Minutes: Minutes of the January 26, 2011 meeting were approved on a motion made by Sonja Olson and with a second by Larry Rogers.

Report of Special Funds: The Trustees reviewed account balances. Bev Holt offered a Valentine box stamping program intended for children of all ages (but only adults participated), which was funded from the Baum donation.

Monthly Statements: The Trustees reviewed the February 2011 financial statements and discussed a new report on Petty Cash expenditures, now required by the Town. Questions were posed about how petty cash expenditures, such as the *Times Union* subscription, are debited from the appropriate budget lines. Similar inquiries were made about how the library staff ensures that titles of new materials from large jobber shipments (e.g.: from Baker and Taylor), that include all types of genres and formats, are charged to the intended budget line. Ms. Darling, who was filling in for Director Karen DeAngelo, promised to get back to the Trustees about these matters.

Ms. Darling advised that a juvenile audio order of \$1,000 was paid for twice, once in 2010, and again in 2011. This problem is being addressed through a credit or reimbursement.

Librarians' Reports

Rebecca Darling provided a report on behalf of Karen DeAngelo, Library Director, who was absent:

The Director, with the help of Town Supervisor Patti Southworth and Town Clerk Muriel Swatling, completed and issued the RFP for the purchase and installation of surveillance cameras. The RFP was published in the *Daily Gazette*. Four packets were picked up by potential vendors. The bids will be opened at the March 30, 2011 Board of Trustees Meeting.

The library was closed on February 2, 2011 due to weather conditions. Regarding building maintenance, Electrician Rick Legere changed ballasts and light bulbs during this reporting period.

A recent survey of the adult book club program, which is managed by Senior Clerk Judy Kaplan, netted highly favorable assessments by a high percentage of participants. Computer Assistant Bridget Crouch has added two classes to our computer offerings; they are "Photography" and "Picasa Lab." Participants of the computer classes are routinely surveyed about their satisfaction with these program offerings.

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While participant compliance with requests to complete evaluation forms for the computer classes is rather low, those who do complete them rank their satisfaction level in the higher ranges.

Vance Bryant's American clocks are on exhibit in the display case through February. Trustee Tom Schottman attended Mr. Bryant's lecture, "It's About Time," wherein clock making in America was discussed on February 16th; he reported that the participants were treated to an excellent program. Charlton resident, Dave Crudele's photography is on display in the Community Room for February and March; this self-taught artist has a "...particular interest in photographing the barns, farmlands and open spaces of Saratoga County." A planning meeting for the Saratoga Program for Arts Funding (SPAF) grant was held in February. This grant will fund projects in March and April, where adults and children create art either on paper guided by artist Anne Francey, or using the computer with the help of Maryann Haskell; finished artworks will be made part of a tile montage that will be permanently affixed to a reading table in the downstairs reading room.

The Friends of the Library have had to cancel their last two meetings due to the weather; they hope to have better luck for their meeting scheduled for 9:00 AM on March 1, 2011.

Rebecca Darling, Youth Services Librarian: As part of the Target grant, Trish Chambers Productions performed "The Legend of Freedom Quilts and the Underground Railroad" at the Ballston Town Hall during the February school break; approximately 20 attended. Also, during this break, Deborah Roberts-Delamater presented a music and arts program for pre-schoolers, which was very well attended by 54 children, parents/caregivers. "A Birthday Party for *Curious George*," will be held on February 24th. Regular programming including: "Scribbles and Tales" (an all-inclusive elementary program), "Story Time," "Toddler Time," "Music with Mona," "Read to Casey" (the reading therapy dog), and "The 2, 3, 4 Book Club" was held throughout February. Tuesday mornings' "Music with Mona" will be replaced with other programs during March.

The "Middle School Book Club" has been disbanded due to a lack of interest. Offering a different program each month is the new approach to building teen participation in library programs.

Trustees asked whether children and youth program participants are being surveyed about their satisfaction level. Ms. Darling responded that the library's program evaluation form is being "tweaked" to fit these programs.

Reports of Committees:

The Policy Committee, chaired by Sonja Olson, has been reviewing and comparing various elements of the library's and the town's Personnel Policies. All present Trustees are in agreement that the two entities' policies should be in accord to the extent possible; members of both the Policy Committee and the Personnel Committee are committed to achieving this goal as soon as possible.

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The Trustees discussed adding a statement to the Personnel Policy, Section 4320. E. Leaves of Absence. 3. Extended Leave.....“c. A request for extended leave by the director shall be submitted in writing to the Board.” Action on this was deferred.

The topic of exit interviews was also discussed. On a motion made by Jean Clancy Botta, with a second from Tom Schottman, the Trustees approved the following statement to be added to section P4400, H. Termination of Employment: “4. For each employee who leaves, an exit interview shall be conducted by at least two members of the Library Board of Trustees and/or the Town Board.”

The Long Range Plan Committee, chaired by Tom Schottman, which includes Barbara Wilson and Jean Clancy Botta met in February to review staff and trustee input on progress and areas in need of more attention and effort. They are currently proofreading a summary report of their findings, which will be presented to the Trustees for thorough discussion, review, and action in March.

Approval of Bills: The monthly bills for February 2011 were approved on a motion by Tom Schottman with a second by Sonja Olson. President Sharon Rouis recommended that in the future, Trustees should review bills prior to their submission to the Town to ensure that we are fulfilling our fiduciary responsibility. Implementation of this change will be addressed with the Director upon her return to work. Sonja Olson asked that Bookkeeper Suzanne Goertz be complimented on the unusually neat and easy-to-read vouchers presented for Trustee review and sign-off this month.

Unfinished Business:

- The library’s Annual Report to the New York State Library was approved after some discussion. A question posed by Jean Clancy Botta about two different figures given regarding the Town of Charlton’s contractual contribution to the library was answered by Ms. Darling. On one line, the contractual amount is listed; on the other, the actual amount paid is shown. A payment carried from the previous year accounted for the apparent discrepancy. The motion to approve this report was made by Sonja Olson with a second from Tom Schottman.
- Ms. Darling brought samples of Monthly Polaris Reports for review by the Trustees. Due to the voluminous nature of the reports, Mr. Rogers asked Ms. Darling to provide each trustee with a personal set to peruse prior to the next meeting.
- Per questions from Mr. Schottman and Ms. Botta, Ms. Darling clarified that the chart on Public Sessions, included with last month’s “Town of Ballston Library Trends” handout, referenced use of the library’s public computers. The trustees observed that this is a declining statistic which merits further analysis.
- Surveillance Cameras RFP (Discussed above under Director’s Report).
- Long Range Plan (Discussed above under Committee Reports).

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New Business:

- Personnel Policy update (Discussed under Policy Committee Report above).
- Exit Interviews (Discussed with a new policy established under Policy Committee Report above).
- Regarding SALS upgrade to a new version of the Polaris software, the Trustees inquired about arrangements for staff training to ensure that the transition goes smoothly. Ms. Darling reported that Bridget Crouch has attended training at SALS and she will be providing orientation to the staff at installation.
- Board members inquired about how Ms. Darling, who is filling in for Ms. DeAngelo, is preparing for replacing long-time Bookkeeper Suzanne Goertz, who has resigned. Ms. Darling indicated she would meet with Ms. Goertz to ensure that her procedures are documented. Board members urged that cross training should be integrated into the library's staff training protocols. Board members commented they were sad to lose Ms. Goertz, who has been a very valuable employee; the Trustees wish her the best in her future endeavors
- Given the announcement of the hiring of a new library clerk, Wendy Bullinger, Jean Clancy Botta recommended that this appointment be voted on by the Trustees per our usual practice. As such, the Trustees approved it on a motion made by Sonja Olson with a second by Lawrence Rogers. Ms. Bullinger's ten hour-per week schedule has been developed to provide more computer support to patrons. A vacant page position is being left unfilled for the time being.
- A case worker from the NYS Office for People with Developmental Disabilities conducted an investigation about a rumor that one of their clients had engaged in inappropriate behavior in the library. Ms. Darling reported that both she and Ms. DeAngelo reported that the allegation was not true. As such, this matter was deemed closed by the case worker.
- Recruitment for a member of the community to fill Sonja Olson's Board of Trustees position is ongoing. Jean Botta announced that she had conversed with a prospective candidate who has downloaded the trustee application. And, Ms. Darling was asked to provide copies to each trustee of the two applications already received at the library.

Meeting Adjourned: The meeting was adjourned at 8:25 PM.

Minutes submitted by: Jean Clancy Botta.