

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
January 27, 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 Barb Wilson; Rebecca Verhayden Darling, Youth Services Librarian; Patti Southworth, Ballston Town Supervisor; Kim Ireland, Ballston Town Board, Bob Lippiello, Charlton Town Board, Christopher Dowd and Yvette MacHattie, Ballston Spa National Bank. Ben Lafergola and Steve Lafergola,

Board Minutes: Minutes from the November 2009 meeting were approved on a motion from Barb Wilson and a second from Jean Botta.

Report of Special Funds: Trustees reviewed account balances through December 31, 2009 and from the current month's statement. No actions were taken.

Monthly Statements: The board reviewed the 2009 year-end statement. Final transfers as summarized below were approved on motion from Larry Rogers and a second from Barb Wilson.

Account From	Account To	Amount
<i>Photocopiers</i>	<i>Travel & Membership</i>	\$87.52
<i>Other Serials</i>	<i>Video – Adult & Juvenile</i>	\$1124.15
<i>Recordings – Adult</i>	<i>Video – Adult & Juvenile</i>	\$3.91
<i>Books - Juvenile</i>	<i>Books – Young Adult</i>	\$88.42
<i>Recordings - Juvenile</i>	<i>Books – Young Adult</i>	\$100.58
<i>Computerized Databases</i>	<i>Books – Young Adult</i>	\$157.11

Karen DeAngelo noted that through December 31, 2009 the fund balance was \$72,661.62. The board discussed the size of this balance and if there were any limits on such a balance for a non-profit organization. Larry Rogers noted a desire to establish and maintain a capital maintenance fund, perhaps using some of this balance. As the library building ages, it is expected that more unforeseen maintenance items will arise that exceed the normal annual maintenance budget.

The Board also reviewed the January 2010 monthly statement. Karen shared that the Town of Charlton very recently notified the Community Library that the Charlton Grant would be \$2700 less than originally budgeted in 2010. Bob Lippiello apologized to the board on behalf of the Town of Charlton both for the reduction and the lateness at which it was communicated. The board had a lengthy discussion about this last-minute funding cut and methods of re-balancing the budget with the loss in income from this grant. The board considered cutting Saturday hours. Then Larry Rogers made a motion to cover the Charlton Grant income shortfall from the Fund Balance. Sonja Olson seconded this motion, which passed. Sharon Rouis will prepare a letter to the Town of Charlton on

behalf of the board expressing displeasure at the lateness of the notification, which posed an unnecessary complication to the normal budgeting process. The letter will also remind Charlton leaders of the ongoing concerns that the funding grant from Charlton, while appreciated, is disproportionately low on a per capita basis for the sizeable Charlton patron base.

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

Director's Report:

Director Karen DeAngelo:

- Karen noted that the SALS Board meeting would be held Tuesday February 23 and would include a special Webinar from 2-3pm on Controversial Materials.
- Karen reported that the roof is leaking in a repeat location. The board made the suggestion to Karen that she meets with both the original roofing contractor and the repair contractor at the same time. There is lingering debate over the root cause of the recurring leaks, be it initial material and/or workmanship quality or subsequent damage due to weather.
- Karen noted that Library Lobby Day was scheduled for March 2. Barb Wilson has supported this event in recent years but is unavailable this year. Sharon Rouis may attend with Karen.

Youth Services Librarian Rebecca Darling:

- Rebecca shared that overall children's programming attendance was improved in 2009. Fewer programs were offered but individual programs were better attended. Story Crafting is especially popular.
- Rebecca noted that 64 children from the East Glenville Preschool came to the library recently for a special library awareness event.
- Rebecca indicated that \$2308 had been raised to buy replacement toys for the children's room. There was a discussion about the disposition of old toys. Patti requested that Karen check with town attorney Murry Brower about any potential liability that may arise from selling the old toys. It was also suggested that the library no longer accept toy donations for the summer reading program prizes.
- Rebecca reported that she was participating in an online course on programming.

Committee Reports:

- **Policy:** The board reviewed a proposed change to policy P2700 (Special Regulations) which would prohibit smoking on library grounds. Larry Rogers suggested that a clarification be added to the line in this particular policy about pets which would permit service animals. Keith Fieldhouse made a motion to approve the amended policy. Larry Rogers seconded this motion, which then passed.

Unfinished Business:

- **Library Assessment:** Karen is required to provide a report to SALS on the library assessment and will include plans to set up a camera system. Karen shared ongoing concerns about safety and security in and around the library building. Recently

patrons were reminded to lock cars in the parking lot as there was a car break-in in the vicinity of the library. Patti Southworth suggested that Karen contact Cindy Amrhein, Town Justice. The town court recently installed a surveillance system. Cindy could offer details on the cost and features of that system.

- Eagle Scout project: Life Scout Ben Lafergola provided an update his Eagle Scout project proposal, which will improve storage in the upstairs closet in the library. Ben had new drawings and an update to the materials budget. He confirmed his plan to minimize disruptions to library operations as he builds and installs the new storage units. A request was made that Ben consider staining the wood offsite to avoid ventilation problems. Ben noted that the Friends of the Library had offered funds of up to \$500 to cover cost of the materials. Ben is still awaiting word on other potential sources of money. Sonja Olson made a motion to approve this Eagle Scout project. Larry Rogers seconded the motion, which was approved. Ben noted that he still needed Boy Scout Council approval for the project, before work can begin.

New Business:

- Chris Down and Yvette MacHattie from Ballston Spa National Bank presented a check for \$1000 to the library for the purpose of purchasing certified lead-free toys for the children's room. The Board thanked the bank for its generous donation.
- The Board of Trustees affirmed its intention to support the attendance of Director Karen DeAngelo at the American Library Association Conference in Washington DC. The Town Board requires this action for all travel involving overnight stays.
- Karen DeAngelo indicated that the walkway behind the first floor storage closet had once again heaved, making it impossible to open the door and retrieve the snow blower. Patti Southworth and Karen reported that Highway Superintendent Joe Whalen and his crew would be addressing this seasonal problem. Joe may either replace the concrete in the door swing area with gravel, or shave the bottom of the door or both.
- Barb Wilson made a request for a substitute Trustee to present the Library Report at the March town board meeting. Keith Fieldhouse will check his schedule. Tom Schottman may also be available.
- Sharon Rouis made note of her recent attendance at the Saratoga Arts Council to receive the grant awarded to the library for Fiber Arts.

Meeting Adjourned: at 8:55pm

Minutes Submitted by: Sonja Olson