

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
July 28, 2010**

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

Present: Staff--Karen DeAngelo, Director; Rebecca Darling, Youth Services Librarian; and Stef Leshner, Computer Specialist. Trustees-- Jean Clancy Botta, Keith Fieldhouse, Sonja Olson, Lawrence Rogers, Sharon Rouis and Barbara Wilson. Town Representatives-- Kim Ireland, Ballston Town Board; Robert Lippiello, Charlton Town Board.

Board Minutes: Minutes of the July 7, 2010 were approved on a motion from Barbara Wilson and a second from Keith Fieldhouse.

Report of Special Funds: Trustees reviewed account balances. The Ballston Spa National Bank is charging our Savings Account withholding fees due to a discrepancy regarding the library's tax exemption number. Director Karen DeAngelo is working on resolving this problem.

Monthly Statements: Trustees reviewed the July 2010 financial statement. Governor Patterson vetoed extension of a bill that included the Farley Grant Funds so there is a possibility that these funds may not materialize. Sonja Olson made a motion, which was seconded by Barbara Wilson, and approved by the Trustees to transfer funds as follows:

Amount	From:	To:
\$2699.68	New Grants	Library Equipment
\$ 20.06	Postage & Freight	Travel and Memberships

Reports of Committees: The Privacy Policy is being updated.

Approval of Bills: The monthly bills were approved on a motion from Sonja Olson and seconded by Barbara Wilson.

Director's Report:

Karen De Angelo, Library Director:

The potential loss of the \$5000 Farley Grant due to the New York State's financial crisis is disappointing but the Senator's office advised that it may still materialize.

Staffing the library during the busy summer period has been challenging due to staff shortages and high traffic.

Sign-ups have begun for the fall felt workshops and Ms. DeAngelo has been engaged in hands-on processing of the donated wool with fiber artist Linda Van Alstyne.

Library Board Minutes, July 28, 2010. Page 2

Other fall programs are being planned including a memoir writing workshop, a full schedule of computer classes and a spinning demonstration.

The Director is considering installing a time clock to help regulate staff who have a propensity for late arrivals or extra-long breaks. She is investigating neighboring libraries' experiences with this technology and costs.

Rebecca Darling, Youth Services Librarian: The summer programs have been well attended. The "Make and Take Crafts" have been very popular.

The Summer Reading Program boasts 463 participants and 63 VolunTeens. College intern Matthew Swenson and Saratoga County Youth Worker Shelley Clary have provided much appreciated assistance. Summer Children's Room Assistant Mary Jane Baumbach coordinates the volunteers.

The Annual Teen Overnight was a grand success with 44 participants. Laser Tag was a big hit as well as a trivia game focusing on Greek Mythology.

Casey, The Therapy Dog, will be available in August to help reluctant readers improve their read-aloud skills and confidence.

Planning the activities for the \$2000 **Target** Grant is underway. An historical story quilt and related programming are being developed.

Board President Sharon Rouis noted that the BH-BL PTA Newsletter urged families to use the library over the summer.

Unfinished Business:

- The air conditioner is still malfunctioning. Electrician Rick Legere is on the case.
- NYS Public Library Construction Grant Program: Remediation of/ solutions for the roof leaks, building drainage and mold/mildew problems are still being explored by Larry Rogers and Paul Rouis.
- 2011 Budget: The draft budget was again discussed at length. The proposal to add a ten-hour-per-week computer support position to the library's staff roster received significant attention. The library's Computer Specialist, Stefanie Leshner, was invited by the Director to discuss her workload and job challenges for the Board. Alternate ways to meet the increasing demand for patron computer support and training, as well as adequately addressing in-house maintenance of the library's computers and peripherals, were posited by Board members. As a result, the Trustees urged the Director to determine peak usage times for the Library's Computer Help Desk and to staff it according. To meet this expectation, it was agreed that all new hires must

Library Board Minutes, July 28, 2010. Page 3

have up-to-date computer skills and be capable of providing basic technical support to patrons. Ongoing technical training for all staff was also urged, as well as shifting some of Ms. Leshner's clerical functions to other staff to free up her time for computer training and support activities. Instead of adding a computer-specific position to the roster, adding another ten-hour-per-week, part-time library clerk to the staff was determined to be a more cost-effective and flexible approach to meeting the need for more technical support and, at the same time, maintaining all other library operations effectively and efficiently. Other fund lines were tweaked slightly based on further examination of the current year's spending trends. Based on Ms. Darling's assessment of patron demand, juvenile/youth recordings are slated for a \$1000 increase in the 2011 budget. The programming line is also targeted for an increase of \$2839. Still, the 2011 Budget is 1.8% lower than the 2010 financial plan and should not result in a tax increase.

New Business:

- The appointments of replacement Library Clerks, Brent Willard (@ 16 hours per week) and Bridgette Crouch (@ 10 hours per week) were approved. The motion was made by Jean Clancy Botta and seconded by Sonja Olson.
- Ms. DeAngelo reported that newly hired clerk, Crickit Steele, never reported for duty.
- The Director provided an updated staff and trustee roster, which will need some corrections due to ongoing staff changes.

Meeting Adjourned: 8:51PM

Minutes submitted by: Jean Clancy Botta