

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
July 25, 2012**

Meeting called to order at: 7: 01 PM by President Larry Rogers

Present: Staff—Karen DeAngelo, Library Director; Rebecca Darling, Youth Services Librarian; Trustees—Beth Bechtel, Jean Clancy Botta, Lawrence Rogers, Sharon Rouis, Barbara Wilson and Steve Zarelli. Observer—Tom Shaginaw, Trustee Applicant.

Notes: Board members attended a 6:00 PM presentation prior to this evening's Board of Trustees meeting led by Libby Post and Terry Tyson from Communication Services. The presentation was a report to summarize findings from recent focus groups held at the library and to make 4-year plan recommendations.

Board Minutes: On a motion made by Sharon Rouis, with a second from Barbara Wilson, the Board of Trustees approved the Minutes of the June 27, 2012 meeting.

Report of Special Funds: The Trustees reviewed account balances for July 2012. There were no expenditures noted in the month of July for special accounts. A brief discussion ensued to review possible areas of need that could be addressed using the trustees' special accounts. Possible areas included website improvement, program development and promoting the library's long-term planning goals.

Monthly Statements: The Trustees reviewed the July 2012 financial statements and found them to be on target for this point in the budget year.

Approval of Bills: The July 2012 bills, which were reviewed and signed by Barbara Wilson, were unanimously approved on by a motion made by Jean Clancy Botta and seconded by Steve Zarelli.

Librarians' Reports: **Karen DeAngelo, Library Director:** Ms. DeAngelo reported on a recent incident involving the library sign. Elizabeth Herkenham, school board president, noted a racial slur on the sign outside the library and reported this to Ms. DeAngelo. The offensive words were immediately removed from the sign. A similar incident had also been reported outside Fo'Castle Farms in Burnt Hills. Deputy Brown from the sheriff's office was alerted to this matter. Ms. DeAngelo viewed surveillance tape from the library's monitors, but did not see any clear signs of vandalism during the time in question.

Judy Kaplan will be out for a brief time in August. The library book club meeting that Ms. Kaplan leads will be cancelled during her absence.

Ms. DeAngelo is in the process of gathering staff and patron feedback on the LED lights at the front desk on loan from Otward Mueller, PhD. Some of the challenges include: higher cost, one light is already not functioning properly, an electrician is needed for initial set-up. Advantages include: LED lights are environmentally superior, do not contain mercury, and do not need to be reinstalled.

Several computer classes were added to the schedule due to patron demand.

Ms. DeAngelo reported that with the recent hiring of a new Town of Ballston bookkeeper, the library should receive updated information regarding the library's fund balance as well as employee retirement and health insurance costs.

Rebecca Darling, Youth Services Librarian: Ms. Darling reports that the summer reading programs are progressing as planned. She moved the Baby Lap Time program to a different time and noted an increase in participation. Seventy-five children attended the Price Chopper cooking club program and twenty-five children attended the Tang Museum program. Both of these groups provided their programs free of charge.

A very successful overnight program at the library was held for 45 teens and tweens. The young people enjoyed a variety of activities including videos, board games, crafts and a laser tag tournament. Ms. DeAngelo noted that she was contacted by Patti Southworth after some community members questioned the use of tax payer money paying for laser tag. Ms. DeAngelo and Ms. Darling made it clear that this activity was funded by the Friends of the Library.

Ms. Darling expressed her gratitude for support from local organizations to assist with the summer reading program, including but not limited to Stewarts shops, Burnt Hills Lanes, Price Chopper and the Tang Museum.

Reports of Committees:

Personnel Committee: The Personnel Committee met recently to discuss Ms. DeAngelo's mid-2012 Performance Action Plan

Building and Grounds Committee: Mr. Larry Rogers summarized the work that the library hopes to accomplish in improving the outdoor entrance area to the library. These project plans include repair or replacement of the deteriorating sidewalks, correcting front drainage problems, a more efficient and snowplow-friendly parking plan and replacement of the front sign with a more attractive and functional electric one. Mr. Rogers provided an approximate estimate of \$55,000-\$65,000 for the entire project. The library plans to put forth project plans in a proposal for a New York State Public Library Construction Grant. If the grant is awarded, this should cover 75% of funding. A discussion was held to determine which special funds could be accessed to pay for the remaining 25% of the final project. The board unanimously approved a motion to approve library-based costs not to exceed \$17,500 for outdoor projects on a motion by Steve Zarelli and seconded by Sharon Rouis.

Unfinished Business:

Trustee vacancy. Prospective Board Trustee Tom Shaginaw was in attendance this evening. He has submitted an application to fill the Board of Trustees position vacated by Keith Fieldhouse. Mr. Shaginaw expressed his appreciation for library services and his own desire to serve the community. President Rogers thanked him for his time and interest and indicated that a decision regarding the Board of Trustees position will be made soon. Mr. Shaginaw's wife, Kelly Shaginaw, is currently a clerk at the library. The Board discussed this and will seek guidance from the Town of Ballston Board to determine if

any special considerations need to be taken if Mr. Shaginaw is offered and accepts a library Board position.

2013 Budget Discussion: Ms. DeAngelo distributed several budget options for trustee review and discussion. Members of the Board expressed that a 2% pay raise for library staff members is appropriate and warranted for the upcoming budget year. The Board reviewed a list of town employee salaries and noted that library staff members need a pay increase to make their pay more equitable in comparison to other town employees. Members of the Board also feel that the Town of Charlton should consider restoring the 10% cut made several years ago. These funds could be allocated for library programming and needed materials. Ms. DeAngelo will continue to finalize the budget options in preparation to present them to the Towns of Ballston and Charlton Boards this fall.

A brief discussion took place about current library hours and the possibility of reorganizing the library's schedule to allow for additional weekend hours.

New Business

Staffing Coverage: Ms. DeAngelo and Ms. Darling outlined plans to redistribute staffing resources to ensure optimal staff coverage in the children's room. They feel it is best that an adult staff member is upstairs at all times for supervision and children programming assistance, including craft planning and preparation.

Executive Session: On a motion made by Barbara Wilson, which was seconded by Jean Clancy Botta, the Trustees voted unanimously to go into Executive Session at 8:09 PM to discuss an employee's evaluation.

On a motion made by Sharon Rouis, with a second by Steve Zarelli, the Board unanimously voted to adjourn the executive session at 8:28 PM.

Minutes submitted by: Beth Bechtel, Secretary.