

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
July 7, 2010**

Meeting called to order at: 6:25PM by President Sharon Rouis. This annual dinner meeting was held at Carney's Restaurant on July 7, 2010, instead of June 30, 2010, due to multiple board member conflicts on the regularly scheduled date.

Present: Karen DeAngelo, Director. Trustees – Jean Clancy Botta, Keith Fieldhouse, Sharon Rouis, Tom Schottman and Barb Wilson. Patti Southworth, Ballston Town Supervisor, and Robert Lippiello, Charlton Town Board.

Board Minutes: Minutes of the May 26, 2010 were approved on a motion from Jean Clancy Botta and a second from Tom Schottman.

Report of Special Funds: Trustees reviewed account balances. Baum Memorial funds were used to pay for a family sing-along with "Andy, The Music Man" to help kick-off the Summer Reading Program.

Monthly Statements: Trustees reviewed the June 2010 financial statement. Karen DeAngelo reported that the Publicity and Printing line was heavily impacted this period due to expenses for Summer Reading Program handouts and publicity. Ways to reduce **National Grid** surcharges continue to be investigated. Ms. DeAngelo indicated that her American Library Association Conference attendance reimbursement, which will be reflected on the July statement, will be less than expected due to her economizing on off-site housing.

Reports of Committees: No committee reports were rendered.

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

Director's Report:

Karen De Angelo, Library Director:

Problems with the air conditioning are currently being investigated by the HVAC and electrical contacts.

Re-keying the whole library is being considered due to the number and type of keys (both masters and limited-access) currently issued to staff as well as to members of organizations (past and present) for accessing the Community Room, plus the rather erratic key distribution record-keeping that was done in the past. The goals of ensuring employee and public safety and confidentiality of records maintained in the director's office are among the reasons for this initiative. Clear policies on future key distribution practices will be developed and carefully implemented after securing the most economical locksmithing service.

Ms. DeAngelo informed the Board that Library Clerk Mrs. Joan Weaver has resigned; a small reception was held for her on her last day of work. She is using up her vacation time so a replacement will not be

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recruited until next month. The departure of this long-time employee will result in re-assignment of certain duties to other staff and a revised set of duties for the replacement.

The Eagle Scout Storage Room shelving project has been completed and is much appreciated by the staff.

The Director attended a digitization workshop to update her skills to support a collaborative project with Town Historian Rick Reynolds in adding local objects/titles to the Capital District Library (CDLC) site. While at the American Library Association's (ALA) Annual Conference in Washington, DC, she attended sessions on: library privacy laws, assessment, technology trends, library programming, and on creativity and change in the workplace.

Ms. DeAngelo reported that, on her own initiative, Deborah Roberts Delamater attended the ALA Conference and a pre-conference on library programming for youth with autism and other special needs; SALS Annual Continuing Education Grant of \$350 will be awarded to this dedicated employee to help defray her conference costs.

Rebecca Darling, Youth Services Librarian was not in attendance. On her behalf, Ms. DeAngelo reported the following:

Music with Ms. Mona had high attendance during June.

The \$2000 **Target** Grant was received; these funds will be used to create an historical story quilt and for related programming.

The Summer Reading Program began on June 28th. Already, 57 VolunTeens are signed up. Mary Jane Baumbach is back on staff for the summer. A pirate themed float, promoting the Summer Reading Program was the library's creative contribution to Ballston's Flag Day Parade; it was a collaborative effort of the Friends of the Library and the staff and it was well received by the crowds lining Route 50 on June 10th.

Ms. DeAngelo also shared copies of a July 4, 2010 article in the **Daily Gazette** that reports on the **TumbleBooks** on-line book and puzzle program for young readers. The article also discusses the Summer Reading Program and quoted Rebecca Darling's report that "...about 500 children participated in the program last year."

Unfinished Business:

- 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. **Note:** A grant application, including firm cost estimates, will be due in late August/early September if this funding option is to be considered.
- Term Renewal: The Town Board approved the re-appointment of Barb Wilson to the Board.

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- **2011 Budget:** The draft budget was discussed at length with considerable attention paid to the proposed addition of a new computer position allowing for expansion of patron computer support and training and to facilitate more in-house maintenance of the library's computers and peripherals. Alternate ways to address increasing patron expectations for library support for and access to technology were suggested and debated by the Board. It was noted that the addition of new position would allow for more children and adult programming, one of the Board's long range goals. Patti Southworth reminded us that the Town Board must approve any new position and that very strong justification will be needed for same given the state of the economy. All budget lines were looked at for possible savings to keep the total budget at the 2010 level; the current draft achieves this objective.

New Business:

- **The election slate** presented at last month's meeting was accepted on a motion by Barb Wilson with a second by Tom Schottman. The new officers are: Sharon Rouis, President; Sonja Olson, Vice President; Keith Fieldhouse, Treasurer; and Jean Clancy Botta, Secretary.
- **Committee Assignments- 2010-2011:** President Sharon Rouis announced that all Board of Trustees' committee assignments will remain the same as last year. President Sharon Rouis is an ad hoc member of all committees.
 - **Policy:** Sonja Olson and Tom Schottman
 - **Building and Grounds:** Keith Fieldhouse and Larry Rogers
 - **Budget and Finance:** Sonja Olson and Larry Rogers
 - **Personnel:** Jean Clancy Botta and Barb Wilson
 - **Long Range Planning:** Jean Clancy Botta, Tom Schottman and Barb Wilson.
- Karen DeAngelo prepared and distributed a very useful "**Perpetual Calendar for Library Functions,**" which identifies month-by-month key activities and deadlines of the Library Director and Board of Trustees. Barb Wilson commended her for this initiative.
- **The appointment of new Library Clerk, Crickit Steele was approved.** The motion was made by Barb Wilson and seconded by Keith Fieldhouse.
- Regarding personnel management, the Board reinforced the expectation that all **employee annual performance evaluations** be up-to-date.

Meeting Adjourned: 8:15PM

Minutes submitted by: Jean Clancy Botta