

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
June 29, 2011**

Meeting called to order at: 7:06 PM by President Sharon Rouis.

Present: Staff—Karen DeAngelo, Library Director; Rebecca Darling, Youth Services Librarian. Trustees—Beth Bechtel, Jean Clancy Botta, Keith Fieldhouse, Lawrence Rogers, Sharon Rouis, Tom Schottman, Barbara Wilson, Steve Zarelli. Town Representative—Robert Lippiello, Charlton Councilman.

Board Minutes: Minutes of the May 25, 2011 meeting were approved by the Board on a motion made by Tom Schottman and with a second by Barbara Wilson.

Welcome New Trustees: Board President Sharon Rouis welcomed Beth Bechtel and Steve Zarelli.

Report of Special Funds: The Trustees reviewed account balances. Ms. DeAngelo reported that at the Trustees' request, she checked with Mr. Baum to inquire if he minded if use of his memorial contributions is spread over two fiscal years. His response was, "Use the funds as needed." Regarding the Trustee's Fund, Ballston Spa National Bank has corrected its records to accord tax exempt status to this account by recognizing the library's affiliation with the Town of Ballston.

Monthly Statements: The Trustees reviewed the May 2011 financial statements, including the Petty Cash Report. Accounts Clerk Alan Sagendorf is continuing to work with the QuickBooks software to track the library's finances; he has asked that Trustees review the revised reports he has compiled to determine if his preferred reporting method meets our budgetary informational needs.

Recognition of Trustee Tom Schottman: On behalf of the Library Board, President Sharon Rouis presented a gift to Tom Schottman in appreciation for his ten years of dedicated service to the library.

Librarians' Reports:

Karen DeAngelo, Library Director:

Ms. DeAngelo read complimentary e-mails from participants of the library's book club, which is run by Senior Clerk Judy Kaplan, and the new computer workshop classes jointly offered by Instructor Maryann Haskell and Computer Assistant Bob Stromberg.

The Director distributed a hand-out listing grants the library has received over the past five years. It was compiled per a FOIL request to the Town of Ballston, wherein a resident asked for information about grants received by the town.

She reported that Beth Bechtel and Steve Zarelli were appointed as new Library Board of Trustee members at the recent Ballston Town Board meeting. The town has appointed Paul Scott as Liaison to Youth for the town; she expects that she and Ms. Darling will be networking with him on projects of joint interest.

Library Board Minutes, June 29, 2011. Page 2.

The Director informed the Board that she is considering offering a program called "Books on Wheels" to Ballston and Charlton residents who make use of Ballston's "Meals on Wheels" service, which is operated out of Ballston's Town Hall. Other librarians report that they find this to be an effective outreach service especially for seniors. Board members enthusiastically embraced the concept.

The staff is putting together an order for some replacement computers, including a laptop for the Youth Services Department, through SALS group purchasing plan. The annual periodical subscription plan through Ebsco was renewed; magazine titles that have been prone to theft were removed from the order.

Ms. DeAngelo attended a workshop at the Elmira Free Library, which was sponsored by the Southern Tier Library System, on the production of instructional videos.

The library is offering a Summer Reading Program for adults. Through it, participants are encouraged to read "outside your reading comfort zone." Examples of challenge categories are: biography, travel book, how-to book, download an e-book or audio book, book by a local author, etc. Materials read are logged on a bingo-type card; prizes for filling in a row on the card include coupons for a free book from the book sale cart, free copies, or \$2.00 off a fine. Board members commented that this was a clever way to boost circulation.

Ms. DeAngelo continues to work with Town Historian Rick Reynolds planning the "Celebrate Burnt Hills Day," which will be held on July 30, 2011 at the Burnt Hills Baptist Church. There will be a special commemoration of the start of the Civil War. Mona Hadcock has been added to the itinerary; she will sing Civil War era songs. Her performance fee will be covered by funds from the library and the Town Historian's Office.

Rebecca Darling, Youth Services Librarian

Ms. Darling reported that she visited Stevens, Pashley and Charlton Heights Elementary Schools during June to encourage students to participate in the "Summer Reading Program"; she also met with Honor Society members at the O'Rourke Middle School to inform them about volunteering opportunities at the library, as well as to promote New York's "Advanced Summer Reader Program for Teens." The Volunteers had 53 sign-ups. The Summer Reading Program kick-off was a program at the Ballston Town Hall, called "Dance around the World", which attracted 67 participants on June 28th 2011.

Ballston resident and musical performer Terry Roben filled in for Miss Mona during June; she was well-received by the children and their care takers. She encouraged dancing and music-making with various small instruments and noise makers. Miss Mona dropped by for the last session and she and Ms. Roben sang a few songs together to the delight of the attendees.

Ms. Darling reported that a mime, funded by a joint grant written in collaboration with Summer Rec staff, will perform at the BH-BL Summer Recreation Program.

Library Board Minutes, June 29, 2011. Page 3.

The Margaret Alexander Edwards grant of \$1200 will fund an illustration workshop for teens this summer. Toddlers are being treated to an Art and Movement Program on Tuesday mornings in the 10:30 AM slot; staff member Ms. Deborah Roberts-Delamater conducts these sessions. Miss Mona will return in September and October.

Reports of Committees: No reports.

Approval of Bills: The Trustees voted to transfer \$3200 from Grants to the Programming line (i.e., \$1200 from Margaret Alexander Edwards Trust for teen programming, and \$2000 from the Target Foundation for the "Story Quilting from the Past" program). This was done on a motion made by Larry Rogers with a second from Keith Fieldhouse. And, after a brief discussion, the monthly bills for June 2011 were approved by the Trustees on a motion made by Jean Clancy Botta with a second from Tom Schottman.

Regarding Trustee sign-off of the bills, Trustee Tom Schottman inquired what could be done to ensure that the bills are reviewed by the Library Board before they are paid, instead of after the fact as they are now. Charlton Councilman Robert Lippiello indicated that Mr. Schottman was on track according to his understanding of the State Comptroller's advisory opinions. A long discussion ensued. Alternatives considered were having Budget and Finance Committee members, or a rotating schedule of several Trustees, come to the library to review them on the monthly bill paying day. Another possibility considered (but rejected) was changing the Board's meeting date to ensure it always preceded the bill paying day. A question arose about how many Trustees needed to review each month's bills. Ms. DeAngelo said she would check with the Comptroller's Office and get answers to the questions raised.

Unfinished Business:

2012 Budget. There was a lengthy discussion about the library's staffing needs, particularly regarding the library's ability to provide sufficient professional librarian coverage over the 51 hours-per-week open schedule. Both a 37.5 hour week and a 40 hour week were considered. The discrepancy between town workers' full time schedule and the library's has also been an issue for some time. Currently, the library's three full time staff members work 35 hours per week, while Town of Ballston full timers work a 37.5 hour week. It was noted that a change in the full time schedule could also increase part-timers schedule to half of a new full-time week. The financial impact of a potential increase in staff hours was thoroughly reviewed.

There was also a significant discussion about hourly rates of pay for part-time library clerical workers. The discrepancy between town clerical workers' pay and the library's was addressed.

Trustee Jean Clancy Botta recommended adding budget lines for professional services (to pay for occasional services from an architect, accountant or specialist attorney) and liability insurance for Trustees. A question arose about whether Trustees are indemnified by the Town of Ballston; the Town Attorney will be asked to clarify this point.

Library Board Minutes, June 29, 2011. Page 4

There was a brief discussion about whether it was necessary to add a budget line for e-books or if purchases for these books should be included with “traditional” books.

On the income side, Trustees again discussed that Town of Charlton residents account for approximately 30% of the library’s cardholders, yet Charlton’s modest annual contribution leaves Ballston residents carrying a much larger share of library expenditures. The likelihood of a generous annual grant from Senator Farley’s office does not look favorable in the current statewide fiscal environment.

Another topic covered in the 2012 budget discussion was the advantages and disadvantages of maintaining a specific fund balance or having a contingency budget. The impact of the statewide 2% tax cap on property taxes entered into all of these budget discussions.

New Business

Trustee Barbara Wilson shared information she learned at the recent **Trustees Conference** on the topics of Library Law, Public Officer’s Law, FOIL, and the “Open Meetings” Law.

On a motion made by Tom Schottman and with a second made by Sharon Rouis, the Board of Trustees voted unanimously to accept the **slate of officers** presented by the Nominating Committee at the last meeting, that is: Larry Rogers, President; Barbara Wilson, Vice President; Keith Fieldhouse, Treasurer; and Jean Clancy Botta, Secretary.

Incoming President Larry Rogers (who serves as an AD HOC member of all committees) made the following **Committee appointments**:

- **Policy:** Sharon Rouis, Jean Clancy Botta
- **Buildings and Grounds:** Keith Fieldhouse and Steve Zarelli
- **Budget and Finance:** Keith Fieldhouse and Beth Bechtel
- **Personnel:** Jean Clancy Botta and Barbara Wilson
- **Long Range Plan:** Barbara Wilson, Jean Clancy Botta, Beth Bechtel

The Director reported she is obtaining estimates from several vendors about **replacing the front door aluminum thresholds** which have been seemingly damaged by ice melt products.

Adjourned: The regular meeting was adjourned at 9:20 PM.

Minutes submitted by: Jean Clancy Botta.