

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

**Meeting called to order at:** 7:00 PM by President Larry Rogers.

**Present:** Staff—Karen DeAngelo, Library Director. Trustees—Beth Bechtel, Jean Clancy Botta, Keith Fieldhouse, Lawrence Rogers, Barbara Wilson and Steve Zarelli. Town of Ballston Representative—Councilman Timothy Szczepaniak. Town of Charlton Representative—Councilman Robert Lippiello.

**Volunteer Proposal:** President Rogers invited resident Greg Hitchcock, to discuss his proposal to produce a video for the library's website. Mr. Hitchcock believes that a short, introductory video describing the library's services will be useful to new residents and new library users. He is a big fan of the library and has offered his services free of charge. He has had experience producing similar videos both for work and a local church. The Trustees thanked Mr. Hitchcock for his generous offer, while explaining that we are embarking on the development of a new Long Range Plan for the library. Analysis of the input received from the community through this process will guide the decision about inclusion and the content of the proposed video clip on the website. Mr. Hitchcock was asked to stay in touch with Ms. DeAngelo as this process unfolds.

**Board Minutes:** On a motion made by Barbara Wilson, which was seconded by Keith Fieldhouse, the Board of Trustees approved the Minutes of the March 28, 2012 meeting.

**Report of Special Funds:** The Trustees reviewed account balances for April 2012. Programmer Mary Sanders Shartle was paid \$400 from the Baum Fund for memoir writing workshops during April. Library Director Karen DeAngelo confirmed that the Trustees' Fund Savings Account at Ballston Spa National Bank was closed, and the funds were transferred to the Checking Account. President Rogers asked the Director to investigate the value of the Savings Bonds held in the Trustees' Fund so that a determination may be made if liquidation and transfer of their assets to the Checking Account is warranted.

**Monthly Statements:** The Trustees reviewed the April 2012 financial statement, including the Petty Cash Report. The final reconciliation of the library's 2011 financial records with the Town of Ballston's records is still pending due to bookkeeping staff changes at the town. There was a brief discussion about where shipping costs for the purchase of library materials are reflected in the financial report. The previous account clerk changed past practice and was showing these costs under the Postage Line. The Trustees agreed that it makes more sense for these shipping costs to be reflected as part of the cost of purchasing the materials rather than as postage expenses. Ms. DeAngelo will instruct our current account clerk to return to past practice.

A State Auditor is examining the Town of Ballston's records. He has been to the library to take a preliminary look at library operations and record keeping. He advised the Director that two changes should be made immediately. First, all entries of fines and fees collected must be recorded in pen, rather than in pencil. Secondly, when the monthly bills are reviewed by the designated Trustee, he or she should not only sign the individual bills, but also the monthly summary of all bills paid.

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### **Approval of Bills**

The April 2012 bills, which had been reviewed and signed by Trustee Sharon Rouis, were unanimously approved on a motion made by Jean Clancy Botta and seconded by Keith Fieldhouse.

### **Librarians' Reports:**

Karen DeAngelo, Library Director:

Ms. DeAngelo reported that she viewed a mandatory video training on the proper disposal/recycling of light bulbs, etc. Ballston Councilman Timothy Szczepaniak will investigate whether the Town can assist with the disposal of these products. Kelly Glass will replace the door closer; they performed an inspection and some routine maintenance on the front doors. Mr. Kenyon, the landscaping contractor, reinstalled the mailbox, which had fallen down. The odor problem on the main floor has not recurred; a wait and see approach will continue.

Ms. De Angelo reminded the Trustees about the upcoming SALS Annual Dinner. She requested that the Trustees authorize payment for the three management team members attending from Training funds. This request was approved unanimously on a motion made by Keith Fieldhouse, with a second by Beth Bechtel. Trustees Barbara Wilson and Jean Clancy Botta will also attend the dinner; they will split the SALS scholarship, which covers the attendance of one trustee per library, and personally fund the difference.

The Director announced that she will serve as Secretary of SALS Directors' Council.

Ballston Lake EMS responded to a medical emergency at the library. Their prompt assistance and the cool handling of the incident by Ms. Darling and Ms. Fiedler were commended by Ms. DeAngelo.

The Library Director reported that over 200 people attended the BH-BL Student Art Show. She thanked Trustee Barbara Wilson for her help in hosting the reception and the Friends for providing the refreshments. The Memoir Writing sessions, a program on the brain offered to the book club by Sheryl Kaplan, and the Historian in Residence program have all been well attended.

Barnes and Noble of Saratoga donated and delivered a book truck to the library.

In addition to the items noted above in Approval of Bills, the State Auditor recommended that staff be required to individually log onto the library's computers, and to sign for their paychecks. Regarding the payroll, Mr. Rogers instructed the Director to monitor the staff's paychecks due to recent problems as the Town is transitioning to an outsourced payroll management company, ADP. There was a brief discussion about the possible institution of a time clock. It seems that ADP offers such a service. This idea was tabled for future review.

Rebecca Darling, Youth Services Librarian was not present; so, Mr. Rogers referred the Trustees to her written report for details about the month's programs for children and youth.

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### **Reports of Committees:**

The Buildings and Grounds Committee is continuing to investigate replacement of the library's current sign with an electronic one that would be easier to update and not as vulnerable to vandalism. Mr. Fieldhouse obtained and presented an estimate for a basic and modest sign for review and discussion. The cost range is \$10,000 to \$ 12,000. Further investigation of other vendor's products is planned. Replacement benches have been identified and presented to the Friends for their consideration for purchase.

The Long Range Plan Committee. Barbara Wilson, Committee Chair, reported that she is hopeful the Town Board will concur with our decision to hire Libby Post as the facilitator for developing our Long Range Plan. Councilman Szczepaniak is advocating on our behalf.

Personnel and Policy Committees. Jean Clancy Botta reported that she and Barbara Wilson met with Councilwoman Mary Beth Hynes to continue the process of updating the Library Personnel Policy.

### **Unfinished Business:**

Construction Grant. The Board (specifically the Building and Grounds Committee) will give further consideration to applying for an LSCA Construction grant for several projects including repair and/or replacement of the sidewalks, replacement of the sign, and construction of a sound barrier between the staff work area and the service desk areas.

### **New Business:**

Appointment of New Employee. Based on a motion made by Beth Bechtel, with a second by Steve Zarelli, the Trustees voted unanimously to confirm the appointment of Ken Madej as a Library Clerk.

Begin 2013 Budget Discussion. Ms. DeAngelo reported that she and the Computer Assistant are beginning to develop the budget spreadsheet. The Trustees and the Director discussed several wish list items for next year's budget. They are hiring an architect to explore options for improving the efficiency of the downstairs area, and adding an hour each to Friday's (5-6PM) and Saturday's (2-3PM) hours of service.

Book Sale. The Director passed around a sign-up sheet for volunteering at the upcoming book sale.

Nominating Committee. Jean Clancy Botta and Keith Fieldhouse volunteered to serve as the Nominating Committee to develop a slate of officers.

**The meeting was adjourned at 8:20 PM.**

**Minutes submitted by:** Jean Clancy Botta.