

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
August 29, 2012**

Meeting called to order at: 7: 04 PM by President Larry Rogers

Present: Staff—Karen DeAngelo, Library Director; Rebecca Darling, Youth Services Librarian. Trustees: Jean Clancy Botta, Lawrence Rogers, Thomas Shaginaw, Barbara Wilson and Steve Zarelli. Town of Ballston Representatives: Councilman Timothy Szczepaniak, Councilman William Goslin, Town of Charlton Representative: Councilman Robert Lippiello.

NOTE: Board President Larry Rogers welcomed Thomas Shaginaw as our new Trustee (replacing Keith Fieldstone).

Board Minutes: On a motion made by Jean Clancy Botta, with a second from Barbara Wilson, the Board of Trustees unanimously approved the Minutes of the July 25, 2012 meeting.

Report of Special Funds: The Trustees reviewed account balances for July 2012. There was a brief discussion about potential uses for these funds. During August, \$298 in e-book reading resources were purchased; the Friends of the Library will reimburse the Trustees Fund for this previously agreed to expenditure when they hold their next meeting in the fall. Expenditures from the Trustees Fund also included \$539.91 in adult audio purchases with Baum Fund monies. Receipts included \$400 from a SALS grant awarded system-wide for high Summer Reading Program participation last summer; another \$95 is expected next month from the same source.

Monthly Statements: The Trustees reviewed the August 2012 financial statement, including the Petty Cash Report.

Approval of Bills: The August 2012 bills, which had been closely reviewed and signed by Library Trustee Steve Zarelli, were unanimously approved on a motion made by Steve Zarelli and seconded by Jean Clancy Botta. Expenses for this period were routine for this time of year.

Librarians' Reports:

Karen DeAngelo, Library Director: Ms. DeAngelo reported about: graffiti damage to one of the sidewalks; the use of the surveillance cameras to identify the young perpetrator (a seventh grader); the clean-up challenge; patron volunteers who assisted with the problem; and, the plan worked out with the sheriff's office for involving the perpetrator in a community service project at the library (under parental supervision) to compensate for the time and effort that went into removing the graffiti.

The computer classes are popular once again and several more classes were added in response to waiting lists. Ms. Grecco credits the new laptops and outreach to the Greater Ballston Senior Organization for increased interest and attendance. However, the Director and the Computer Assistant are still pondering strategies for addressing the problem of patrons who are no shows at classes they have registered to attend.

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Ballston resident and library patron, Dr. Otward Mueller of MTECH Laboratories, is contacting NYSERDA and National Grid for information about incentives for installing LED lighting in the library.

Rebecca Darling, Youth Services Librarian, presented a useful statistical report which illustrated the successes of the Summer Reading Programs for children and teens. Registration, attendance and circulation were all up from last year. Participants did, in fact, embrace this year's theme of "Dream Big. Read!" She acknowledged the significant contributions of Casey Wayman, an English major at Ithaca College, who volunteered 12 hours per week from May 29th through August 17th. Ms. Wayman, who plans to become a librarian, wrote the weekly newsletter, created promotional materials and book displays and even provided reference services.

Ms. Darling reported that she was elected to serve a three year term as a Director of the Youth Services Section of the New York Library Association. Her undertaking of this substantial volunteer commitment to the profession was recognized and commended by the Trustees.

Reports of Committees:

Personnel Committee: Committee members met with Ms. DeAngelo to discuss her performance plan during August.

NOTE: The meeting agenda was not strictly followed so as to address budget issues more efficiently.

New Business:

New York Library Trustee Online-<http://www.nylto.org/>. Ms. DeAngelo announced that a new informational service will be available to trustees to aid in the development of policies and to update us on trends in public library services. She distributed a flyer explaining the service, which is to be called "NYLTO" (for New York Library Trustees Online). A member of SALS staff will be contacting each trustee by e-mail to provide a password for accessing this new resource.

Unfinished Business:

Construction Grant. The sidewalk repair, signage and entry improvement grant project was submitted to SALS for review. It now appears unlikely that our project will receive a NY State Library Construction Grant that will cover 75% of the cost; this is due to the popularity of the grant program with more libraries than expected. A 50% match is deemed to be a more reasonable expectation. A thorough discussion ensued regarding the pros and cons of pursuing the project by using more than originally anticipated from the Fund Balance. Mr. Zarelli voiced the strongest concerns about this course of action. Given that the library building is owned by the town, Ballston Councilmen Szczepaniak and Goslin agreed to investigate the possibility of the Ballston Highway Department contributing services to

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This project, such as: demolition, debris hauling, providing aggregate and paving. Hopefully, Town Highway Superintendent Joe Whalen will be able to assist with some or all of these services and thus defray the need for contracting for same. As such, it was unanimously decided by the Trustees, on a motion made by Barbara Wilson and seconded by Jean Clancy Botta, that funding for the proposed construction project will be covered as follows:

<u>Amount</u>	<u>Source</u>
\$10,000	from the Trustees Fund
21,000	from the Reserve Fund
7,500	from the Senator Farley Grant
<u>37,750</u>	from the Construction Grant (if awarded at 50%)
\$75,500	Estimated Project Total

Long Range Plan/Communication Services. The next step in formulating our new Long Range Plan is developing and then distribution and analysis of a written community survey. Mr. Zarelli will temporarily chair the Long Range Planning Committee and provide input to Ms. Libby Post of Communications Services, the contractor, regarding the development of this document. Regarding the new Long Range Plan, Councilman Goslin recommended that it address the future of the library and its value to the community in the rapidly changing world of technology. All agreed that the various logo and branding ideas generated by Ms. Post's firm are in need of additional tweaking. The Long Range Planning Committee and the librarians will continue to work on these matters.

Unfinished Business:

2013 Budget Discussion. The Trustees and the Director, with helpful input from the Councilmen, thoroughly discussed the proposed budget for 2013. The two percent tax cap weighed heavily on these discussions as it leaves little room, if any, for increased discretionary spending, especially since the Director and the Trustees have no control over health insurance and pension costs. However, a strong desire to provide the staff with a modest raise of 2% was expressed by all. The Trustees were opposed to the option of achieving the raise by reducing clerical staff hours to bare bones, as it would countermand the raises, and put the library at risk of not having sufficient coverage for patron and staff security. It was also determined that our hope of expanding hours on Fridays and Saturdays will not be feasible due to budget constraints. On the revenue side, the Trustees and Ballston Councilmen strongly feel that Charlton should restore the 10% cut it made several years ago; Councilman Lippiello was asked to champion this cause with his Town Board. As the talks evolved, Councilmen Goslin and Lippiello recalled that pension cost increases do not have to be figured into the two percent cap calculation. This favorably impacted the calculations by approximately \$4,000. However, it was clear that in order to keep the 2013 budget within the constraints of the tax cap, use of some of the library's Reserve Fund will still be necessary. All of the Trustees recognized that the Reserve Fund cannot be relied upon indefinitely to balance future budgets, and that strategies for obtaining additional revenue, or hard

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decisions about service reductions will have to be vigorously pursued during the next fiscal cycle. Finally, on a motion made by Larry Rogers, with a second from Barbara Wilson, the Library Board of Trustees, with a recusal from Mr. Shaginaw (due to this being his first meeting as a Trustee) voted to present a budget that includes a 2% salary increase, anticipates a \$4000 exception to the tax cap for pension cost increases, and utilizes approximately \$42,000 from the Reserve Fund to arrive at an operating budget that is approximately 4.4% higher than last year's budget of \$559,503.56.

More New Business:

Proposed Fishing Program for Youth. Councilman Szczepaniak asked for input on his suggestion that we explore offering the youth of the community a hands-on fishing program at Ballston Lake similar to one being offered by the Scotia Branch of the Schenectady Public Library. It was agreed that Ms. Darling will investigate the program at Scotia, and that the library will aim to offer, at the minimum, an informational program on fishing next summer.

Executive Session: No session was held.

The meeting was adjourned at 9:07 PM.

Minutes submitted by: Jean Clancy Botta