

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
November 30, 2011**

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

Present: Staff—Karen DeAngelo, Library Director; Rebecca Darling, Youth Services Librarian. Trustees—Beth Bechtel, Jean Clancy Botta, Keith Fieldhouse, Lawrence Rogers, Sharon Rouis, Barbara Wilson and Steve Zarelli. Town Ballston Representative—Kimberly Ireland. Town of Charlton Representative—Robert Lippiello, Councilman. Staff Member: Kathy Grecco, Computer Assistant. Observer: Steph Leshner, President, Friends of the Library.

Acknowledgement of Service: Board President Larry Rogers expressed our sincere appreciation to Kim Ireland, who has served as the Ballston Town Board Representative to the Library for several years. We all wished her well in her future endeavors.

Board Minutes: On a motion made by Sharon Rouis, which was seconded by Steve Zarelli, the Board of Trustees approved the Minutes of the October 26, 2011 meeting.

Report of Special Funds: The Trustees reviewed account balances. A \$100 donation from Saalfrank was noted. There were no expenditures during this reporting period.

On a motion made by Jean Clancy Botta, which was seconded by Barbara Wilson, the Trustees unanimously voted to close the Trustees' Savings Account, due to its low rate of interest and the inactivity fees which have recently outpaced gains, and to transfer the balance (\$793.08) to the Trustees' Checking Account.

A Miniature Golf-themed fund raiser for the Friends of the Library will be held on February 24th and 25th at the library. Local businesses are being asked to sponsor holes. On a motion made by Beth Bechtel, which was seconded by Keith Fieldstone, the Library Board of Trustees voted unanimously to sponsor a hole at the cost of \$100 from the Trustees' Fund.

Monthly Statements: The Trustees reviewed the November 2011 financial statements, including the Petty Cash Report. Expenses for this period were determined to be routine except for the roof repair costs. As we head into the last month of the fiscal year, it appears there will be a modest surplus at year-end.

Ms. Rouis shared information she obtained from an accountant, who is knowledgeable about library accounting regulations and practices in New York State regarding limits on the size of fund balances. He clarified that exceeding 10% appears not to be problematic if a costly building repair or improvement is anticipated, e.g.: our ongoing roofing problems. Regarding the Fund Balance, Ms. De Angelo was tasked with requesting a written clarification from Ballston Town Supervisor Southworth explaining the discrepancy between the State Comptroller's report of this balance and the one provided to us by the town last year.

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Librarians' Reports:

Karen DeAngelo, Library Director:

The Director indicated that she and Ms. Darling would be taking vacations in December. She will take 12/21-26 and Ms. Darling will be off 12/27-12/30. Ms. DeAngelo took advantage of the proximity of the New York Library Association's (NYLA) Annual Conference, which was held in Saratoga Springs again this year, to obtain valuable continuing education.

The Director reported that the roofing contractor (Cooper Construction) repaired the leak by the HVAC unit, applied silicone sealant to the remaining flat roof sections, and installed snow guards. He also cleaned the roof drains while he was on the roof, but he did not charge for this service. The Library's sign was repaired by AJ Signs of Burnt Hills.

The Friends of the Library have asked for Trustee recommendations for purchasing new outdoor benches. The Friends held their fall book sale, on November 17-19 at the Ballston Town Hall.

Ms. DeAngelo was tasked with obtaining several additional quotes from concrete contractors for repair of heaving sidewalks and widening spaces between some sections of sidewalk. She recommended that the Board consider such repairs for a Library Construction Act grant.

A staff member reported that she was receiving unwelcome attention from a patron. An incident report was written, and the staff member received guidance from the Director and the Senior Library Clerk on handling this situation to safeguard her personal safety.

The Town of Ballston's **Holiday Tree Lighting Ceremony and a Visit with Santa at the Library** will be held on December 6, 2011.

The much anticipated unveiling of the library table adorned with artistic tiles created by patrons of all ages and staff, which depict a favorite book, will be held on Saturday, December 10th. Several Board members and Town Councilwoman Ireland suggested ways to broadly advertise this event.

Rebecca Darling, Youth Services Librarian

The Youth Services Librarian announced a variety of interesting programs scheduled for November, the upcoming holiday period and early in the New Year. Among them are the Price Chopper Cooking Club on December 17th, and "Read around the Holidays" (a reading challenge initiative, which features a raffle with a Friends-donated **Kindle Touch** as a prize).

During November on school half-days, a sewing program and a holiday gift-making program were held for elementary students. Three sessions of "Toddler Yoga" were held in November; two of the sessions had waitlists.

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The **Target** grant-funded story quilt is being assembled by textile artist Teresa Bashant; all are anxious to display the finished project here and at the Ballston Town Hall.

Ms. Darling has been busy attending conferences and workshops to enhance her skills, including the NYLA Annual Conference. Ms. Roberts-Delamater also attended a NYLA session on programming for babies.

Reports of Committees: Larry Rogers tasked the Buildings and Grounds Committee with investigating replacement of the library's current sign with an electric one that would be easier to update and not as vulnerable to vandalism. Issues to be considered are: appearance, cost, local regulations governing such signs, and potential concerns from nearby homeowners.

Approval of Bills: The Board of Trustees unanimously approved the following motions. Sharon Rouis made a motion, which was seconded by Steve Zarelli to approve the November bills, as summarized by Keith Fieldhouse, this month's reviewer. Keith Fieldhouse made a motion, which was seconded by Beth Bechtel, to move \$3,780 to the Building Repairs line from the Utilities line to cover the roofing contractor's bill.

Unfinished Business:

Books on Wheels. The Director is hopeful that the Books on Wheels initiative will be kicked off in mid-December.

Roof Repairs. Discussed above in Director's Report.

Side Walk Repairs. Discussed above in Director's Report.

Compensation to the Youth Services Librarian for Teen Program Overnights. Because of the Library Board's spring 2011 policy decision to not provide compensatory time to salaried, full-time, librarians, a lively discussion was held on whether and/or how to compensate Ms. Darling for overseeing the annual teen summertime overnight program held in 2011 and the one proposed for 2012. The Board voted on two motions on split votes as follows:

On a vote of four to three, the Library Board voted to pay overtime to Ms. Darling for the 2011 program. This motion was made by Keith Fieldstone and seconded by Steve Zarelli. Voting in the affirmative were: Larry Rogers, Keith Fieldstone, Beth Bechtel and Steve Zarelli; voting against the motion were: Jean Clancy Botta, Sharon Rouis and Barbara Wilson.

On a vote of four to three, the Library Board voted against paying overtime to Ms. Darling if a teen overnight is held in 2012. The motion to pay overtime for a 2012 program was made by Keith Fieldstone and seconded by Steve Zarelli. Voting against this motion were Larry Rogers, Jean Clancy Botta, Sharon Rouis and Barbara Wilson; voting for it were Keith Fieldstone, Beth Bechtel and Steve Zarelli.

New Business:

Accounts Clerk Alan Sagendorf has tendered his resignation, which will occur early next year. In addition to advertising the opening, the Director indicated that she and the Senior Library Clerk have reviewed and will reconsider the resumes of recent top applicants for this position.

Re-Structuring the Computer Instructional Program. Due to a disappointing drop in attendance at scheduled computer instructional classes, and the uneven management of the program due to multiple staffing changes in the position Computer Assistant, long-time contractual instructor Maryann Haskell indicated to the Director and the Library Board that she is considering resigning. Ms. Haskell's concerns prompted a review of the program's goals, equipment, operational procedures, and the marketing of it by the Director and Ms. Grecco, the current Computer Assistant. They determined that several factors appear to have contributed to the decline in attendance. Ms. DeAngelo and Ms. Grecco have developed plans for re-structuring some of the classes and revising the enrollment process to ensure that the community's instructional needs are being met efficiently and cost-effectively. A meeting with Ms. Haskell to elicit her input and recommendations, as well as to determine her willingness to remain affiliated with the program, is planned for early next week.

The Friends of the Library have invited Library Board participation at their meetings and have asked for more Board input on requested equipment donations of replacement outdoor benches, a sign and newer laptop computers.

Holiday Greetings to Staff. The Board of Trustees agreed to personally fund the purchase of fruit baskets and chocolates for the library staff to extend holiday greetings and to express our appreciation for the outstanding library service they provide to the community.

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 following the general session to discuss the annual evaluation of the Library Director.

Adjourned: The general meeting was adjourned at 8:50 PM.

Minutes submitted by: Jean Clancy Botta.