

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

Meeting called to order at: 7:01PM 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, Barbara Wilson and Steve Zarelli. Town of Ballston Representatives— Councilman William Goslin (who was filling in for Timothy Szczepaniak, recently assigned Town Board Representative to the Library Board of Trustees) and Councilwoman Mary Beth Hynes.

Board Minutes: After correcting the misspelling of Trustee Keith Fieldhouse’s last name in several locations in the Minutes of the last meeting (and with the apology of the Secretary), on a motion made by Barbara Wilson, which was seconded by Keith Fieldhouse, the Board of Trustees approved the Minutes of the November 30, 2011 meeting.

Town Board Initiative: Mr. Rogers offered Councilwoman Mary Beth Hynes an opportunity to address the Board at the beginning of the meeting. Ms. Hynes explained that the Town Board is going to develop a new Town of Ballston Personnel Policy, with the expectation that it will be a “living document,” rather than part of the Town’s Code as it is now, to make it easier to update as needed. She indicated that she would like to collaborate with the Library Board to ensure that the new town document addresses the library’s personnel practices and any unique operational/staffing circumstances in the library’s own section of it (there will also be separate policy sections for the Highway Department and Town Hall employees). The President asked that members of the Library’s Personnel and Policy Committees work with the Town’s Personnel Committee as requested.

Report of Special Funds: The Trustees reviewed account balances for December 2011. Mr. Baum made a generous donation of \$3000.

The balances for January 2012 were not available due to an oversight; so, they will be reviewed at the February meeting.

Monthly Statements: The Trustees reviewed the December 2011 and January 2012 financial statements, including the Petty Cash Reports. Expenses for the December period required a number of transfers between account lines, which are noted below under “Approval of Bills.” Furthermore, the December 2011 report will need to be further revised and updated as the year-end retirement and health insurance charges have not yet been provided by the Town. Mr. Rogers asked Ms. DeAngelo to provide each Trustee with a copy of the 2011 Vendor Report.

Librarians’ Reports:

Karen DeAngelo, Library Director: The Library Director is working on the mandated annual report for the New York State Education Department which is due in February. She distributed “Town of Ballston Library Trends” report for the Trustees’ review.

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Regarding the library's Computer Services operations, she informed us that she had to find a substitute instructor for a recent computer course as Ms. Mary Ann Haskell cancelled. The Director has met with Kathy Grecco at her six month anniversary to discuss progress on jointly established goals and objectives.

Ms DeAngelo announced that the SALS Annual Meeting will be held on May 21st in Warrensburg.

Adirondack Security provided an estimate for installation of four outdoor security cameras. Additional cameras are being considered to discourage/document vandalism or other inappropriate behaviors on the library's grounds. This costly initiative (\$3896) was tabled for future consideration. The Trustees urged the Director to contact the Sheriff's Department to request more frequent drive-bys as another means of enhancing security.

Ms. DeAngelo and stalwart past Trustee Tom Schottman are still firmly committed to implementing the "Books on Wheels" initiative, which will offer reading materials to town "Meals on Wheels" participants. Personnel changes at the Town Hall have further delayed the kick-off.

Representatives of the Ballston Spa National Bank will be making a donation of \$500 to the library on February 1, 2012.

The Director indicated that she would like to list the Library Board of Trustees on the library's website. None were opposed.

Rebecca Darling, Youth Services Librarian

The Youth Services Librarian reported on the new Baby Lap Time Program. The Pre-School Programs continue to be popular. Teen programming is a continuing challenge.

Textile artist Teresa Bashant finished sewing the quilt for the Target Grant. It is a beautiful piece of work, depicting the history and natural beauty of the area. All who were involved will be proud of the finished quilt. It will be displayed in the library during February and in the Ballston Town Hall in March.

Planning for the Summer Reading Program has begun.

Reports of Committees:

The Buildings and Grounds Committee is investigating replacement of the library's current sign with an electronic one that would be easier to update and not as vulnerable to vandalism. Mr. Rogers will circulate literature to the Trustees about the several outdoor benches he feels should be considered for purchase by the Friends of the Library

The Long Range Plan Committee, which is being chaired by Barbara Wilson, is gearing up for the development of an updated plan. A portion of the February meeting will be devoted to reviewing the current plan, and discussing how to obtain community input into the development of the new one.

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Mr. Zarelli has been asked to assist in the development of a community survey that utilizes effective measurement techniques.

Unfinished Business:

- Miniature Golf Fund Raiser for the Friends of the Library. The Director reminded all about the upcoming event which will be held on February 24th and 25th at the library. The Director, staff and members of the Friends are volunteering their time to help run the event and staff the circulation desk on Friday evening. The local business community has been supportive of the event by sponsoring holes.

New Business:

- Personnel Policy Update. Discussed above.
- The Trustees voted unanimously on a motion made by Barbara Wilson, with a second by Beth Bechtel, to confirm the January 9, 2012 appointment of Maura D’Auria as Accounts Clerk.
- The 2008 Community Survey was distributed for review and discussion at the February meeting.

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 at 8:20 PM to meet with the Library Director to review her annual evaluation.

Adjourned: The Executive Session was adjourned at 8:50 PM. On a motion made by Larry Rogers and seconded by Barbara Wilson, the Library Board voted to go back into general session to approve the bills.

Approval of Bills: The Board of Trustees unanimously approved the following motions. Beth Bechtel made a motion, which was seconded by Keith Fieldhouse to approve the **December 2011 bills**. The following amounts were moved between fund lines, based on a motion made by Beth Bechtel and seconded by Steve Zarelli:

| AMOUNT | LINE TAKEN FROM | LINE TRANSFERRED TO |
|---------------|-----------------------------|----------------------------|
| 1407.68 | Clerical staff | Clerical pages |
| 2500.00 | .415 Computerized Databases | .410 Books-A |
| 874.16 | .413 Periodicals | .410 Books-A |
| 697.34 | .413 Periodicals | .412 Recordings-J |
| 707.98 | .413 Periodicals | .410 Books-YA |
| 1068.15 | .410 Books-J | .412 Recordings-A |
| 218.71 | .412 Recordings-YA | .412Z Video-A&J |
| 1234.00 | .450 Fuel & Utilities | .469B Custodial Services |
| | | |

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The **January 2012 bills**, which were summarized by Jean Clancy Botta, this month's reviewer, were unanimously approved on a motion made by Keith Fieldhouse and seconded by Barbara Wilson.

The meeting was adjourned at 9:05PM.

Minutes submitted by: Jean Clancy Botta.