

Library report April 6 2010

1. Nearly one-third of Americans age 14 or older – roughly 77 million people – used a public library computer or wireless network to access the Internet in the past year, according to a national report. People rely on library technology to find work, apply for college, secure government benefits, learn about critical medical treatments, and connect with their communities. This was reflected here at our library as well. We can't keep up with the demand for computer classes. Almost every class we offer has a waiting list even though we continue to increase the number of classes available.
2. Both the Building and the Computers are starting to show signs of wear and tear.
 - a. We're continuing to have mold and mildew problems, new leaks in the roof, and heaving concrete outside the building. We also just replaced three of our thermostats that were no longer programmable.
 - b. The Southern Adirondack Library System recently notified us that a number of our staff and catalog computers are no longer supported by their computer department because the cost of maintaining them has become prohibitive. In January we had to replace 4 of the public internet computers in order to meet the requirements of our internet access software and 3 of our staff computers will need to be replaced this year as well.
3. In response to an increase in security issues, we are investigating security options for both the front and rear entrances to the library and for the interior as well. We have had some problems with theft from a vehicle in the back and minor vandalism in the front (the outdoor ashtray caught fire today). We also have concerns about patron and staff safety upstairs because there is usually just one staff member up there and there are times when there are no staff members available to be upstairs.
4. Beginning April 1st, the library has a subscription to TumbleBook Library online. For \$399 per year, patrons can now access online storybooks that can be accessed through the library's [website](#). You can choose from a selection of **children's** storybooks such as "The Paper Bag Princess" by Robert Munsch, as well as favorite tales like "Jack and the Beanstalk" and "Old Mother Hubbard". You can read these animated stories on your own or have the computer read them to you. This can be done from home or at the library and includes a growing collection of foreign language materials, too.
5. The BH-BL Art Show is on display at the library this month showcasing the work of elementary and middle school students. We'd like to invite you to the art reception between 12 and 2 on Saturday, April 17th.

Respectfully submitted,

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
March 31, 2010**

Meeting call to order at: 7:00pm by President Sharon Rouis.

Present: Karen DeAngelo, Director; Trustees - Jean Botta, Keith Fieldhouse, Sonja Olson, Larry Rogers, Tom Schottman, Sharon Rouis, Barb Wilson; Rebecca Darling, Youth Services Librarian; Stef Leshner, Library Staff; Patti Southworth, Ballston Town Supervisor; Bob Lipiello, Charlton Town Board.

Board Minutes: Minutes of the February 2010 meeting were approved on a motion from Tom Schottman and a second from Larry Rogers.

Report of Special Funds: Trustees reviewed account balances. No actions were taken.

Monthly Statements: Trustees reviewed the March 2010 financial statement. It was noted that an error in the telephone line item from last month had been corrected.

Committee Reports:

Policy: The Policy Committee presented a revision to Policy P2300: Displays and Exhibits. Sonja Olson made a motion to approve the revision. Barb Wilson seconded this motion, which passed.

The board also discussed recent news from the Clifton Park/Halfmoon library regarding deficiencies in their financial procedures. The board determined that our own procedures, which include town oversight for all bill payments, were sufficient. Patti Southworth also affirmed her desire to merge the Town and Library Personnel policies. The Policy Committee will next work on a new Privacy policy.

Approval of Bills: The monthly bills were approved on a motion from Larry Rogers and a second from Keith Fieldhouse.

Director's Report:

Director Karen DeAngelo:

- Karen informed the board that the handicap touch pad at the front entrance, believed to be malfunctioning, had simply been turned off by someone. This resulted in a \$75 service call.
- Karen briefly mentioned to potential change to LED bulbs. Patti Southworth suggested that Phillips LED bulbs be considered, as they may be manufactured in the United States which would make the library eligible for NYSERDA grant funding.
- Karen noted that three new programmable thermostats discussed last month will be installed soon.
- Karen indicated the Personnel evaluations are underway. Karen also shared materials that are distributed to new employees.
- Karen reported that the Burnt Hills-Ballston Lake School Art Reception would be held on Saturday April 17.

Youth Services Librarian Rebecca Darling:

- Rebecca noted that a Story Quilting Grant had been submitted which emphasizes local history.
- Rebecca informed the board that a site license had been purchased for Tumble Books, which offers online children's e-books. There are 400 available titles online for access either from the library or from home. The site permits unlimited usage.
- Rebecca has attended two Summer Reading program workshops and is busy planning

the library activities for the event.

Unfinished Business:

Friends Book Sale: The book sale will be held May 6-8 at the Town Hall.

Security Cameras: Karen noted that security system quotes had been provided to trustees. Karen was urged to solicit at least one additional quote before proceeding. The top priorities are the front entrance, the back entrance, and upstairs. There was also a lengthy discussion about the book drop closet and the frequency with which it is checked during the day. Staff members often leave the closet unlocked and check it frequently. The board felt that checking the book drop 3 times per day was sufficient, and the remainder of the time the book drop closet should be kept locked for security purposes.

New Business:

Public Library Construction Grants: Karen noted that a meeting on this would be held at the Crandall Library in Glens Falls on May 4. This grant usually requires matching funds and favors “shovel-ready” projects.

Friends Raffle: the Friends of the Library will be holding a fundraising bag raffle. Bags will be on display in the community room from early April until the May book sale.

2009 Annual Report to the Community: Karen requested priorities from the board for this report. Karen was encouraged to include a section on building maintenance needs in addition to the many positive trends in library usage and services.

Staffing Changes: Karen shared that staff member Valerie King is on long-term leave. Kelly Shaginaw had been hired as her replacement. Karen was requested to determine if part-time positions such as the one filled by Kelly need to be posted.

The Board then went into Executive Session to discuss a Personnel issue.

Meeting Adjourned: 8:15pm.

Minutes Submitted by: Sonja Olson