

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
May 26, 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, Sharon Rouis, Tom Schottman, and Barb Wilson; Rebecca Darling, Youth Services Librarian; Kim Ireland, Ballston Town Board.

**Board Minutes:** Minutes of the April 2010 meeting were approved on a motion from Barb Wilson and a second from Keith Fieldhouse.

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

**Monthly Statements:** Trustees reviewed the May 2010 financial statement. Karen DeAngelo confirmed that the \$4,666 received in 2010 as reimbursement of a 2009 grant expense was available to spend. The plan is to use these funds for purchase of replacement computers.

**Committee Reports:**

**Nominating:** Committee members Tom Schottman, Jean Botta, and Barb Wilson presented the following officer slate for 2010-2011:

President: Sharon Rouis  
Vice-President: Sonja Olson  
Secretary: Jean Botta  
Treasurer: Keith Fieldhouse

This officer slate was approved on a motion from Sonja Olson and a second from Larry Rogers.

**Approval of Bills:** The monthly bills were approved on a motion from Tom Schottman and a second from Barb Wilson. It was noted that this month the bill from National Grid included a \$400 surcharge fee. Larry Rogers questioned whether simple changes in programmable thermostat settings at the library would drop energy usage enough to eliminate that fee.

**Director's Report:**

**Director Karen DeAngelo:**

- Karen informed the board that SALS was increasing the cost of the Joint Automation service to \$0.10 per circulation. The 2011 budget will need to reflect the increased cost.
- Karen reported that lack of a New York state budget this year has resulted in computer procurement delays. SALS has not been able to obtain computers from the state. The library orders all of its computers through SALS.
- Karen noted her attendance at the SALS Director's meeting held earlier that day in Corinth.
- Karen indicated the libraries must be compliant with OSHA (Occupational Health & Safety) requirements. These include procedures for handling hazardous materials and for dealing with blood-borne pathogens. Karen hopes to develop one set of documents that will make both the town and library compliant with necessary OSHA requirements
- Karen stated that the Annual Meeting would be July 7 at Carney's at 6pm
- Karen reported that the recent Perennials program had about 16 participants for the program and plant swap.
- Karen summarized the monetary value of all outstanding fines and fees. The board reviewed

the information and determined that the financial opportunity did not warrant use of a collections agency. There was a long discussion about how notifications of fines and fees are handled. SALS software has different notification options. Karen may change notification settings to better inform the patron base of pending charges.

- Karen reported that Matthew Swenson will be doing 60 hours of volunteer work this summer, assisting Rebecca with the Summer Reading Program. The library will also be hosting an intern from SUNY Albany, Jon Fuller in the fall.

**Youth Services Librarian Rebecca Darling:**

- Rebecca indicated that spring youth programming was winding down. She will visit each local elementary school to promote the summer reading activities.
- Rebecca reported that Deborah Roberts-Delamater attended a Library workshop on Children with Autism.
- Rebecca responded to a question from Sharon Rouis about a new program at Stevens Elementary called 1001 books. This program is also in Charlton Heights and Pashley schools. The board discussed ways to both work with the schools to promote reading and promote the library as a resource for children's books.

**Unfinished Business:**

**Friends Book Sale:** The book sale netted over \$700. The Trustees receive half of the book sale proceeds. The Friends Bag Raffle did very well, earning over \$1200. The Friends will be purchasing a replacement computer projector with some of the raffle proceeds.

**Construction Grant:** Jean Botta shared information about this funding opportunity. There is \$14MM available in New York State. SALS would be eligible for \$389,000 of the \$14MM. The money can be used by member libraries to pay for up to 50% of construction or remodeling projects, less architecture and engineering fees. The board discussed two candidate projects: the roof and the security camera system. The board agreed that more information about the roof should be gathered before proceeding with a grant application. Paul Rouis and Larry Rogers will evaluate the roof and determine potential remediation plans. Drainage around the building would also be considered within the scope of this project if it would alleviate the mold and mildew that persists in the building seasonally. The security camera project is a less likely candidate at this time.

**Privacy:** The Policy Committee will be working on a new Privacy policy for the library.

**New Business:**

**2011 Budget:** Karen DeAngelo raised several items for discussion regarding next year's budget. The board discussed the possibility of adding a half-time computer resource, both to improve coverage at the help desk during library hours and assist with computer training courses. Karen also suggested the addition of a part time grounds person to shovel snow in the winter and maintain the gardens in the summer. The board discussed relative priority of these items. Karen then recommended the board break out a separate line item for Computers & Peripherals from Equipment Furniture budget. The Finance committee will work with Karen to develop a draft 2011 budget.

**Term Renewal:** Trustee Barb Wilson has indicated her desire to renew her term as a Library Trustee. Kim Ireland noted that the re-appointment was on the Town Board agenda.

**Flag Day Parade:** The Community Flag Day parade will be held on Thursday June 10. The Friends will decorate a float as a pirate ship to promote the Summer Reading program.

**Meeting Adjourned:** 9:00pm.

**Minutes Submitted by:** Sonja Olson