

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
May 31, 2011**

Meeting called to order at: 7:06 PM by President Sharon Rouis.

Present: Staff—Karen DeAngelo, Library Director; Rebecca Darling, Youth Services Librarian. Trustees-- Jean Clancy Botta, Sonja Olson, Lawrence Rogers, Sharon Rouis, and Tom Schottman. Town Representatives— Kimberly Ireland, Ballston Councilwoman.

The Board and the Library Director received a \$500 donation from the Ballston Spa National Bank. It was presented by Bank Manager Ms. Yvette Machattie. She reported that the employees of the bank voted to award the donation to the library. Photos were taken of the presentation of the check to Ms. DeAngelo and Board President Rouis.

While the photos were being taken, Ms. Darling brought the remaining Trustees to the Director's office to demonstrate the new video surveillance system.

Board Minutes: Minutes of the April 27, 2011 meeting were approved by the Board on a motion made by Tom Schottman and with a second by Larry Rogers.

Report of Special Funds: The Trustees reviewed account balances. Ms. DeAngelo expressed appreciation for the generosity of the Baum Fund and she reported that she has written thank you notes to Mr. Baum. The recent book sale and gift basket raffle netted \$616 and \$1452 respectively; the proceeds of the book sale will be split between the Friends and the Trustees' Fund; the Friends retain the gift basket proceeds. Once again the raffle of gift baskets proved to be popular with library patrons and book sale customers. Board members were very complimentary of the Friends for their efforts in securing contributions for the gift baskets and expressed appreciation for the basket donors' generosity. The Friends again offered an "early bird" purchasing option on the first night of the sale; it was reported that several professional booksellers attended this session. There was a discussion of the work that goes into operating the book sale and whether selling the donated books to second-hand booksellers might reap higher profits. The Director will further investigate this option.

Monthly Statements: The Trustees reviewed the May 2011 financial statements, including the Petty Cash Report. Account Clerk Allan Sagendorf has been experimenting with QuickBooks, a software program for maintaining financial records. He provided Trustees with a monthly report generated by this program for review, along with the standard report. The QuickBooks program has some graphing capabilities that pleased Ms. DeAngelo. Downsides appear to be that the program is geared to businesses (focuses on profit and loss assessments), and that it takes multiple sheets to provide the financial data that was previously presented on a single sheet. Maintaining the records in two versions is clearly not efficient. The Director will work with the Account Clerk to see if he can streamline the reporting process using QuickBooks; otherwise the old method of reporting may be retained.

Library Board Minutes, May 31, 2011. Page 2.

Librarians' Reports:

Karen DeAngelo, Library Director:

Eagle Scout Ben Lafergola will be recognized at a Boy Scout Court of Honor on June 5th at Immaculate Conception Roman Catholic Church. His Eagle Scout project was planning, fund raising for, and supervising the construction of much-needed shelving for the library's second floor storage area. Ms. DeAngelo plans to attend the ceremony.

The community room is still featuring racing photography and the display case is showcasing decorative tins. Town Historian Rick Reynolds held the first "Historian in Residence" session on May 11th and about two dozen people attended this program.

Trustees Barbara Wilson and Sonja Olson joined the librarians, Deborah Roberts-Delamater, Mary Jane Baumbach and Stefanie Leshner at SALS Annual Meeting, where the library received "SALS 2010 Best Program of the Year" award for the Percy Jackson teen overnight.

The Library Director provided details about the library's role in the upcoming Ballston History Day celebration, which will be held at the Baptist Church on July 30th; she is on the planning committee. Ms. DeAngelo will be offering participants an opportunity to make a craft project, i.e., a Civil War period clothespin doll. Library Volunteers will also interview interested town residents to record their oral histories.

The Director discussed a Collection Value handout distributed at last month's meeting. She also discussed the library's new integrated website, which is receiving positive reviews from patrons. Trustee Sonja Olson complimented both librarians on the improved content and usability of the site.

Ms. DeAngelo and Library Clerk Erin Bishop attended a Webinar on ordering materials during this reporting period. The Director also attended a meeting at SALS where a vendor demonstrated a new product that analyzes patrons' selection of genres to aid librarians in acquiring materials most likely to meet patrons' interests. Several of SALS larger libraries may invest in the product; if so, she will confer with these directors on their assessment of the usefulness and cost-effectiveness of this product.

The Director reported rising interlibrary loans. She did a comparison due to requests from Senior Clerk Judith Kaplan and several Board members. Her findings follow:

Items loaned to other libraries

Jan.-March 2009: 3531 Jan.-March 2010: 3880 Increase: 349 (10%)

Items borrowed from other libraries

Jan.-March 2009: 2242 Jan.-March 2010: 2937 Increase: 695 (31%)

Library Board Minutes, May 31, 2011. Page 3.

Trustees asked if Ms. De Angelo if she could break down these statistics between fiction and nonfiction. She said she would find out if this is possible through Polaris.

Rebecca Darling, Youth Services Librarian

Ms. Darling reported that sign-ups for the Summer Reading Program will be on Saturday, June 25th. The start-up date is on a Saturday for the first time so that children of working parents will be able to attend. This year, teens will be encouraged to participate in New York State's "Evanced Summer Reader" program; they will be charting their reading through on-line computer entries. Computer Assistant Bob Stromberg will set up a computer for this purpose at the library for teens who do not have computer access at home.

Ballston resident and musical performer Terry Roben will fill in for Miss Mona for the remainder of the spring session.

Ms. Darling reported the library has been awarded the Margaret Alexander Edwards grant of \$1200, which will fund writing and illustration workshops for teens during the Summer Reading Program.

She also said they are working on assembling the quilt made with the Target Grant and plan to hold a reception for the community when they unveil it.

The Youth Services Department has been hosting class visits from Stevens Elementary School first and second graders. Ms. Darling will be visiting the schools during June to encourage participation in the Summer Reading Program. To allow for this outreach effort, Toddler Time, Story Time, Read to Casey, Scribbles and Tales and the 2, 3, 4 Book Club will not be offered during this period.

Reports of Committees:

Nominating Committee. Sonja Olson reported that the following slate of officers for the Library Board of Trustees has been developed for the upcoming year: Larry Rogers, President; Barbara Wilson, Vice President; Keith Fieldhouse, Treasurer; Jean Clancy Botta, Secretary. The Board unanimously accepted the slate on a motion made by Tom Schottman with a second from Sharon Rouis.

Policy Committee. Sonja Olson reported that the Video Surveillance Policy, P6600, needs to be amended. It was decided for the sake of security to strike the Community Room surveillance exclusion in the second sentence of the original policy. This change was unanimously approved by the Trustees on a motion made by Larry Rogers and with a second by Tom Schottman.

Approval of Bills: After a brief discussion, the monthly bills for May 2011 were approved by the Trustees on a motion made by Sonja Olson, with a second by Larry Rogers.

Unfinished Business:

Library Board Minutes, May 31, 2011. Page 4.

- **Statistics.** A monthly Statistical Summary was discussed; Trustees are still considering what kinds of records of library activities they wish to view on a scheduled basis.
- **2012 Budget.** There was a lengthy discussion about the library's staffing needs, particularly regarding the library's ability to meet patrons' needs for computer assistance. Several Board members are in favor of adding an additional computer assistant position. The Director also indicated that regular staff training on computer related matters, such as accessing e-books, is a need; but, she had reservations about other staffing trade-offs that might occur if another computer assistant is added.

Ms. Darling has requested an increase in the YA books line, and both librarians indicated there is increasing demand for family-appropriate audio books. Ms. DeAngelo would like to see more funding for adult audio books. Regular theft of certain popular magazines (despite staff efforts to control this problem) may result in discontinuing these titles and slightly lower costs for serials in the 2012.

Given the current political and economic environment and a popular statewide proposal for a 2% cap on property taxes, Councilwoman Ireland and the Trustees discussed the impact of this potential restriction on the library's budget.

New Business:

- **Donation.** A donation from the Ballston Spa National Bank was received as noted above.
- **Appointment Confirmed.** Robert Stromberg's appointment was announced; his appointment had been approved during April, pending a positive reference check.

Executive Session. Larry Rogers made a motion for the Trustees to go into Executive Session at the conclusion of the regular meeting, which was seconded by Jean Clancy Botta, and approved by the Board. Several personnel matters needed to be discussed including a performer's inability to fulfill a contractual agreement and an employee compensation matter.

Adjourned: The regular meeting was adjourned at 8:55 PM.

Minutes submitted by: Jean Clancy Botta.