

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
April 30, 2014**

**Meeting called to order at:** 7:06PM by President Steve Zarelli

**Present:** Karen DeAngelo; Library Director, Rebecca Darling; Youth Services Librarian

Trustees—Steve Zarelli, Barbara Wilson, Tom Shaginaw, Susan Tomlinson, Jean Clancy Botta, Beth Bechtel

Town of Ballston Representative – John Antoski

Community Members – Cathy Hayden, David Butler

**Board Minutes:** On a unanimous motion made by Susan Tomlinson, with a second from Barbara Wilson, the Board of Trustees approved the minutes of the March 26, 2014 Board of Trustees meeting as corrected to read on page 2, “There will be a vacancy for a new Library Board trustee beginning in *July 2014*”.

**Report of Special Funds:** Account funds for April 2014 were reviewed in session and found to be accurate.

**Monthly Financial Statements:** Financial statements for April 2014 were reviewed and found to be on target for this point in the fiscal year. Ms. DeAngelo noted that requested funds for the new sign in the amount of \$18,900.00 and matching funds for the SALS grant in the amount of \$5,000.00 were approved by the Town of Ballston Board at their most recent meeting and added to the budget and in the receipt line of the April 2014 library financial statements.

**Approval of Bills:** The April 2014 bills which were reviewed and signed by Steve Zarelli were unanimously approved on by a motion made by Tom Shaginaw with a second from Barbara Wilson.

**Librarians’ Reports:**

Karen DeAngelo, Library Director:

The book sale is scheduled for May 7-10, 2014. Members of the BH-BL Women’s Club have graciously volunteered to assist with set up in the morning of May 7, 2014.

Resurfacing of the parking lot is scheduled for Saturday, May 24, 2014 and line painting is scheduled for Sunday, May 25, 2014. Ms. DeAngelo anticipates that dates will be scheduled soon by professionals who will install the call box in the back stairway and automatic doors on the entrance to the children’s room.

Senator Hugh Farley, Assemblyman Jim Tedisco, Town of Ballston Supervisor Patrick Ziegler, and members of the Ballston Town Board, the press and community members met at the library to kick off the Ballston Senior Connection program intended to help meet the technology training needs of seniors.

Rebecca Darling, Youth Services:

Spring session 1 ended on April 11, 2014 and Spring Session 2 began on April 21, 2014. Ms. Darling returned to her full-time schedule on Monday 28, 2014. She and her team are in the process of finalizing the Summer Reading Schedule and brochure.

School visits will begin after Memorial Day, volunteer sign-ups begin June 11, 2014 and Summer Reading officially begins June 28, 2014. Ms. Darling explained the library policy regarding summer reading programs that require registration. If a parent registers their child for a registration required program and then does not attend the program without prior notice, the child can no longer attend registration required programming for the remainder of the Summer Reading program. The child is still welcome to participate in the Summer Reading program and attend any non-registration programs.

**Reports of Committees:**

Long Range Planning: The long range planning committee will meet on May 5, 2014 at 7pm to review and discuss progress and goals of the established long range plan.

Policy Committee: A discussion was held regarding the current protocol for patron complaints. Ms. DeAngelo will create a sample policy for handling patron complaints. This policy will remind the patron that they may issue a complaint in written form and if they wish to speak with a member of the Board of Trustees, they may leave a message and will be called as soon as possible to discuss their concern or complaint.

**Unfinished Business:**

Sign: The new sign is estimated to be installed in 6-8 weeks by AJ Signs. Ms. DeAngelo will reach out to community members who reside in close proximity to the library to inform them that the sign will be placed and the parking lot will be under construction during the weekend of May 24-25, 2014.

SALS Construction Grant Update: The \$5000.00 requested from the Town of Ballston to match funds provided from SALS for the Construction Grant was granted by the Town of Ballston Board. The dates for the parking lot resurfacing and line painting have been scheduled for the weekend of May 24-25, 2014. Dates will be scheduled soon for the call box and automatic children's room doors installation.

Annual Report: The Board of Trustees reviewed the printed copy of the Library's Annual Report created by Ms. DeAngelo. Copies of this report are available at the library for public review.

Trustee search update: A trustee position will be available beginning July 2014. Individuals who are interested in this position may inquire at the library and receive an application.

Policy review as per April minutes: Ms. DeAngelo will present the recommended policy changes in writing at the May 2014 Board of Trustees meeting for review and approval.

### **New Business**

**Nominating Committee Selection:** The following Board of Trustees Officers positions were nominated and will be voted on at the June 2014 Board meeting.

President: Steve Zarelli

Vice President: Susan Tomlinson

Secretary: Beth Bechtel

Treasurer: Tom Shaginaw

**Begin Budget Discussions:** Tom Shaginaw reviewed the current budget and last year's actual expenditures. He proposed that the 2015 budget should be developed using 2013 and 2014 actual expenditures as guidelines. He will continue to present information for review at the May 2014 Board of Trustees meeting.

Cathy Hayden, community member and prospective trustee, asked several pertinent questions regarding the financial operations of the library as it pertains to the Town of Ballston. The Town of Ballston audit procedure as it pertains to the library was discussed. The library is included under the town audit procedure. A discussion was also held about the current hourly wage of clerks and how this has been impacted as the minimum wage increases.

**Appoint Jim Troyan as part time library clerk:** On a motion made by Jean Botta, with a second from Beth Bechtel, the Board voted to approve Jim Troyan as a part-time library clerk.

**NYS Construction Grant:** Ms. DeAngelo explained that she will use library video surveillance to track a sample of the traffic that leaves the library parking lot by the entrance, rather than the exit. This will provide a rationale and reasoning for the parking lot work, including resurfacing and newly painted lines, made possible by the NYS Construction Grant.

On a unanimous motion made by Beth Bechtel, with a second from Susan Tomlinson, the Board of Trustees voted to adjourn the meeting at 8:03pm.

**Minutes submitted by:** Beth Bechtel, Secretary

