

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
April 29, 2015**

Meeting called to order at: 7:01 pm by President Steve Zarelli

Present: Karen DeAngelo; Library Director

Trustees—Steve Zarelli, Tom Shaginaw, Cathy Hayden, Michelle Hernandez, Sue Tomlinson, Beth Bechtel

Town of Ballston representatives – John Antoski, Patrick Ziegler

Southern Adirondack Library System - Sara Dallas; Director

Board Minutes: On a unanimous motion made by Cathy Hayden, with a second from Michelle Hernandez, the Board of Trustees approved the amended minutes of the March 25, 2015 Board of Trustees meeting. The following corrections were made:

- Sue Tomlinson was not identified as having been at the March meeting, but she was present.
- Last month's correction noted that Ms. DeAngelo contacted a trustee of the Saratoga Public Library regarding construction experiences, but it was actually the Director of the Saratoga Public Library that was contacted.

Report of Special Funds: Special funds for March 2015 were reviewed by all in attendance and found to be accurate.

Monthly Financial Statements: Financial statements for April 2015 were reviewed and found to be in range for this point in the fiscal year.

Approval of Bills: The April 2015 bills which were reviewed and signed by Sue Tomlinson were unanimously approved on by the Board of Trustees on a motion made by Michelle Hernandez, with a second from Cathy Hayden.

Librarians' Reports:

Karen DeAngelo, Library Director:

Ms. DeAngelo introduced Sara Dallas (SALS) who provided an overview of the benefits of membership in SALS. Ms. Dallas noted that the SALS annual dinner will be at Ft. Henry on May 18. Ms. Dallas stated that the construction grant portal will be opened around June 1. Approximately \$396,000 of funding is made available. Ms. Dallas observed that the law allows 25% Library Match to 75% State Match and that the next round of grants will be open around January 1. Bids are due to SALS in August. Ms. Dallas reviewed the process for the grants to be assigned. Senator Farley will announce the grants once they're to be made public. Ms. Dallas also reported a 5.8% increase in state funding for libraries. Advocacy was cited as a prime driver. Ms. Dallas noted that SALS will be sending a survey that is important to tuning services to member libraries.

Ms. DeAngelo noted that she and Mr. Shaginaw attended the Town of Ballston board meeting on April 28th and the Bid process for the construction grant is on the May 12 agenda.

Ms. DeAngelo reported on facility issues including a roof leak and lighting changes and that the septic tank has been emptied.

Ms. DeAngelo reported that she'd met with Lisa Hayes to discuss the impending construction. The cost of furniture and flooring is expected to be less than originally predicted. Ms. DeAngelo recounted some of the advantages of the impending construction in light of the growing uses of the library.

Ms. DeAngelo reported that the annual report to the public has been completed. This year's report is revamped and reflects the strong efforts of many people.

Mr. Zarelli asked Ms. Dallas for comments on experiences in serving groups who provide disparate funding. Ms. Dallas noted that this is not very common and outlined the constraints associated with such a configuration. Ms. Dallas described an approach for a municipality to establish a self-imposed tax (characterized as Chapter 414).

Youth Services:

No verbal report.

Reports of Committees:

Construction Committee: Mr. Shaginaw reported that the construction committee met on April 17, 2015. A detailed discussion on the construction plan logistics was held. The discussion included a walk through the sequence of events and a review of the Mechanical, Electrical and Plumbing details that are starting to be available.

On April 20, Karen DeAngelo, Lisa Mays and Tom Shaginaw met with Tom Johnson and Carol Schemo to discuss the towns' engagement in the construction. Tom Johnson described general code items he'll be looking for in the design/building. The construction plan was reviewed. The library team asked for general input and Mr. Johnson described the relative merits of employing a clerk of the works, a position which is currently being considered as part of the construction plan.

The town has provided a firm year end 2012 cash account balance. Via email to Tom Shaginaw, Town of Ballston Board member Bill Goslin reported that figure at \$128,286. By adding/subtracting the surplus/deficit from 2013 and 2014, it was determined that the Year End 2014 cash account has a balance of \$176,829.

Ms. DeAngelo and Mr. Shaginaw reported on the discussion on the April 28 town meeting. In that meeting the town board endorsed the construction activity and asked for an assessment of the construction finances. The Library Construction has been added to the May 12 Town Board Meeting.

Mr. Shaginaw led a conversation on the impact of the construction project on the library's fiscal state in light of this information. Mr. Zarelli noted that if these numbers are accurate, the library will operate in 2016 without a cash balance. There was discussion around the appropriate level for a Capital reserve fund.

Ms. Hayden inquired about the NYS Construction Grant letter which has not yet arrived and asked if the library can continue with plans to put the planned construction work out for bids. Ms. DeAngelo noted that the clause releasing the library from the process, if required, exists.

Unfinished Business:

SALS Grant/Technology Grant updates: Ms. Dallas noted that there is an impending grant (\$5000) for tangible/physical improvements.

New Business

Annual Report: Ms. DeAngelo described the Annual Report to the public.

Budget initiation: Deferred.

Nominating Committee: Ms. DeAngelo described the Nomination Process. Ms. Bechtel accepted the role as the Nominating Committee.

Staffing changes: Ms. DeAngelo described the proposed changes to the staffing in light of Judy Kaplan's impending retirement. Changes included expanded roles of some existing members and the addition to the management team. The decision on the changes were deferred until budget is better understood.

On a unanimous motion made by Michele Hernandez, with a second from Cathy Hayden, the Board of Trustees voted to adjourn the meeting at 9:08 pm.

Minutes submitted by: Tom Shaginaw, Treasurer