

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

Meeting called to order at: 7:11 PM by President Larry Rogers.

Present: Staff—Karen DeAngelo, Library Director; Rebecca Darling, Youth Services Librarian. Trustees—Jean Clancy Botta, Keith Fieldhouse, Lawrence Rogers, Barbara Wilson and Steve Zarelli.

Board Minutes: On a motion made by Barbara Wilson, which was seconded by Keith Fieldhouse, the Board of Trustees approved the Minutes of the July 27, 2011 meeting.

Report of Special Funds: The Trustees reviewed account balances. It was noted that Rich Conley was paid \$56 for conducting the second Illustration Workshop for teens this summer. Furthermore, \$568.96 was expended on toys for the children's collection and for five new child-sized computer desks.

Monthly Statements: The Trustees reviewed the July 2011 financial statements, including the Petty Cash Report.

Librarians' Reports:

Karen DeAngelo, Library Director: Ms. DeAngelo reported on the successful repairs made to the roof by Rick Cooper just prior to the "100-Year" rainfall experienced by the region as Hurricane Irene passed through. Mr. Cooper found two serious leaks in the Reading Room roof. The repairs required renting a lift, repairing the leaks and installing two coats of a Silicone product (which needs to be re-applied every five years). Board members then discussed the need for twice a year checking of the drains coming off the flat roofs over the Children's Room (which has been prone to leaks) and the Reading Room. The Director was asked to check with the maintenance contractors about their ability to perform this work.

The Director advised the Trustees that Mr. Whalen, the Town Highway Superintendent, has been asked to have his staff remove the rusted-out front bench in front of the library. Replacement benches are being researched by Ms. DeAngelo. It is hoped that the Friends of the Library, a local organization or business will pick up the tab to replace the broken bench (and its mate).

She announced that due to the catastrophic flooding in nearby counties served by the Mohawk Valley Library System (MVLA), the neighboring system with which SALS and its members have a strong collaborative relationship, SALS libraries will serve as collection points for donations of clothing and other goods for needy families. Donations will be transported through SALS/MVLA delivery operations.

The Director described the library role in the July 30th "Celebration of Burnt Hills" on July 30th at the Baptist Church. She offered a craft project; and, a college student, Keith Reilly, and 5 VolunTeens took photos and oral histories, and Mona Hadcock sang Civil War Era Songs.

Local author, teacher and coach Jack Rightmyer discussed his new book, ***It Is Not About Winning; One Runner's Reflections on Fatherhood, Coaching and Athletics***; he attracted a lively audience of 16 in mid-August.

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The Director announced that the fall Computer Class Schedule is now available.

The Ballston Assessor informed the Director that the tax impact of the Agricultural Exemption proposal (if passed) on owners of properties valued at \$200,000 within the library district would be approximately 54 cents per year. While the Trustees have not been asked to pass a formal resolution, it was the consensus of the Board members present that this cost was reasonable and acceptable.

Ms. DeAngelo reported that a patron with special needs became disturbed that library computers were not user-friendly for persons with vision difficulties. She defused the immediate situation. Subsequently, based on consultation with the Association for the Blind, text-to-speech has been added to all patron computers along with instructions on how to use this feature and how to enlarge text.

The adult nonfiction collection is being inventoried with a three-year set point. They are also inventorying adult paperbacks, and have completed the adult large-type and audio book collections inventory.

Two candidates for Ballston Town Council have asked to meet with the Director and Youth Services Librarian to learn more about library operations, costs and challenges.

Rebecca Darling, Youth Services Librarian

Ms. Darling distributed a colorful statistics-rich "Town of Ballston Community Library: 2011 Summer Reading Report." In sum, circulation was up, but fewer children participated; it was suggested that demographics played a role in the decrease in attendance. However, reading minutes logged equated to over 4,000 hours of reading by the children and young adults who participated in the multiple summer programs, which is a new high for the library. The report illustrates the creativity and dedication of the staff and 65 VolunTeens in fostering vital literacy skills among the next generation! Two parties finished off the Summer Reading Program-an "Around the World" themed event with crafts and games was held for the younger children, and the teens had a splatter paint and ice cream party.

The required grant evaluation has been submitted to the Margaret Alexander Edwards Trust. And, inventory and collection development activities are currently focused on the Parenting and Juvenile Nonfiction collections.

Reports of Committees: The **Budget and Finance Committee** has been working with the Director on the 2012 budget. The **Buildings and Grounds Committee** has been monitoring the landscaping work (or lack thereof); several Trustees expressed concern about the dirt piles, weed growth next to the foundation and in the sidewalks, and the traffic ruts in the lawn along the driveway. The **Policy Committee** has been tasked with review of the time commitment involved in offering the summer overnight program. The **Personnel Committee** has been working on the evaluation process.

Approval of Bills: There was a discussion of how to handle the Trustees' formal approval of bills due to the new procedure the Trustees are following in reviewing the monthly bills. Under this procedure (in

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an effort to more closely monitor library spending), a Library Board member will review and sign-off on the month's bills just before (i.e.: on approximately the last Friday or Monday before the last Tuesday of the month) they are formally submitted to the Town Council for payment. (Previously, the bills were reviewed during the monthly Trustees' meeting resulting in approval occurring after they had been sent to the town for payment.) And, it was determined that the Trustee charged with the monthly review will henceforth make an oral report summarizing his/her findings to the Library Board at the monthly meeting. Then, based on this report, the Trustees will vote. As a consequence of this agreement among the Trustees, Barbara Wilson made a motion to approve the August 2011 bills as summarized by Jean Clancy Botta, this month's reviewer. This motion was seconded by Steve Zarelli and unanimously approved by the Board of Trustees.

Unfinished Business:

2012 Budget. Salary discussions, consideration of increasing the full time work week, the 2% tax increase cap, library collection needs were again mulled over by the Trustees. Given the exigencies of the negative national, state and local economies and rising costs for certain employee costs over which the Trustees (or Town Council, for that matter) have no control, the Trustees reluctantly authorized the Budget and Finance Committee to retain the 35 hour full time work week in the 2012 budget.

Update on Front Door Repairs. The thresholds have been replaced along with the weather stripping on the doors.

Books on Wheels. Former Trustee Tom Schottman has volunteered to assist in developing a system for implementing the "Books on Wheels" program. The Director reported that the idea has received a positive response from the Saratoga County Meals on Wheels Coordinator.

New Business:

Appointment of New Staff. The appointment of the following new staff members was unanimously approved on a motion made by Keith Fieldhouse with a second by Jean Clancy Botta:

- 1) Meghan Center, Library Clerk.
- 2) Kathy Grecco, Computer Support Services Assistant.
- 3) Pages: a) Caroline Morba, b) Paige Decknick, c) Emily Weaver.

Boy Scouts Service Projects. Keith Fieldhouse announced that local Boy Scout troops are looking for ways to be of service to the community, including the library. Matt Turek is their point person on this matter; he will be asked to contact Ms DeAngelo and Ms. Darling for possible projects.

Adjourned: The meeting was adjourned at 8:50 PM.

Minutes submitted by: Jean Clancy Botta.