

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
August 27, 2014**

Meeting called to order at: 7:05 by President Steve Zarelli

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

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

Town of Ballston Representative – John Antoski

Board Minutes: On a unanimous motion made by Tom Shaginaw, with a second from Susan Slovic, the Board of Trustees approved the minutes of the July 30, 2014 Board of Trustees meeting as amended. The July 2014 minutes were corrected to note the NY State Construction Project Grant application deadline is September 5, 2014.

Report of Special Funds: Account funds for August 2014 were reviewed and found to be accurate.

Monthly Financial Statements: Financial statements for August 2014 were reviewed and found to be largely on target for this point in the fiscal year. Ms. DeAngelo explained the budget lines utilized to provide coverage for the recent bathroom flood repairs until insurance reimbursement is received.

Approval of Bills: The August 2014 bills which were reviewed and signed by Cathy Hayden were unanimously approved on by a motion made by Beth Bechtel, with a second from Susan Tomlinson. Ms. Hayden suggested that the library consider a written policy for petty cash, including an internal check writing protocol. Ms. DeAngelo will write up a sample policy for review from the Policy Committee.

Librarians' Reports:

Karen DeAngelo, Library Director:

Ms. DeAngelo is considering purchasing E-vanced, a web-based patron registration system and outlined the different pricing information. The E-vanced system aligns with the summer reading program and would allow patrons to sign up online for individual programs. The system also provides automatic reminder emails to patrons when their registered program date is approaching. Ms. DeAngelo noted that many patrons request an online registration option.

The new library sign was placed. Ms. DeAngelo will meet with the landscaper and Larry and Cathy Rogers to discuss the landscaping for the area surrounding the sign and the library grounds.

Using funds from an Arts in Education Grant, the library provided \$1600 to community partner Charlton Heights Elementary School for the school's Artist in Residence program.

Karen DeAngelo, Rebecca Darling, Erin Bishop and Susan Tomlinson attended a Weeding Workshop seminar at SALS on August 27, 2014. The workshop provided information on strategies for weeding through and prioritizing library materials.

Rebecca Darling, Youth Services:

Ms. Darling presented and reviewed the 2014 summer reading summary in print form. Summer reading programming was very successful and overall enrollment was 572 children and teens, as compared to 416 enrolled in summer 2013.

The Fall Session 1 begins September 2, 2014. There will be seven weekly preschool programs and several monthly elementary programs.

The library has been approached by SALS to consider a pilot program to regroup books for ages 0-5 years. Books for this age group would be combined non-fiction and fiction. Ms. Darling and Ms. DeAngelo are gathering additional information on this program for consideration.

Reports of Committees:

Unfinished Business:

Budget/letter from Charlton: Tom Shaginaw presented for the budget committee. He provided several considerations for budget preparation, including Town of Ballston and Town of Charlton potential contributions. On a motion made by Susan Tomlinson with a second from Beth Bechtel, the board unanimously voted to approve a budget proposal as prepared and presented by the budget committee. This proposal will be presented to the Town of Ballston for review.

The Town of Charlton sent a budget worksheet for the library to complete. An accompanying letter states that due to financial considerations from a recent lawsuit settlement, the Town of Charlton will likely decrease the budget requests for 2015. This will impact the library's total operating budget. The approved library budget proposal for 2015 includes a 10% decrease in Town of Charlton contribution. The budget accounts for this decrease by utilizing library fund balance monies, a solution that is not sustainable long-term.

NYS 2014/2015 Construction Grant: Ms. DeAngelo has contacted architect Lisa Hayes for information regarding potential construction projects to include in this grant. The application for the grant will be developed over the weekend and presented by September 5, 2014.

New Business

Sign Policy Discussion: A discussion was held as to possible uses for digital signage on the new library sign. General consensus was that the library sign should be utilized for library events, program and information as well as town emergency notifications. Ms. DeAngelo will draft a sign policy and send to the Policy Committee for review.

Conflict of Interest Policy: The Town of Ballston includes a conflict of interest policy in their code to cover town employees. A recent law states that the library board of trustees must include a conflict of interest policy in the manual for trustees and employees, including several mandatory statements. Ms. DeAngelo will draft a conflict of interest policy for trustees and staff and submit to the Policy Committee for review.

Estimate for projector and sound system: Ms. DeAngelo met with a representative from RAY Audio/Video and received an estimate for wiring the community room, a projector and sound system. The estimate was \$3,837.56 for the total project. This would be a project paid for in part by the grant donation of \$7500 secured by Senator Farley. On a unanimous motion made by Cathy Hayden with a second from Susan Tomlinson, the Board of Trustees voted to approve the spending of \$3,837.56 for the sound system work in the community room.

Sign Dedication to Senator Farley: Ms. DeAngelo will post a thank you message to Senator Farley on the sign and invite him to the library to express the library's appreciation for his assistance with securing grant funds which helped, in part, to pay for the new sign.

Judy Kaplan Day: A celebration will be held for Judy Kaplan on Saturday, November 1, 2014 to acknowledge her twenty-five year employment anniversary at the library. Susan Tomlinson and Beth Bechtel from the Board of Trustees offered to help assist former trustee Barbara Wilson with planning and preparation for this event. Staff member Deb Fielder offered to assist as well. Ms. DeAngelo will also reach out to the Friends of the Library and former trustee Jean Clancy Botta for assistance.

Appoint 3 new pages: On a unanimous motion made by Michelle Hernandez, with a second from Susan Tomlinson, the Board of Trustees voted to appoint three new pages to the library; Rachel Gorman, Victoria Bull, and Angela Sommerer.

On a unanimous motion made by Susan Tomlinson, with a second from Beth Bechtel, the Board of Trustees voted to adjourn the meeting at 9:08pm.

Minutes submitted by: Beth Bechtel, Secretary