

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
August 26, 2015**

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

Present: Karen DeAngelo, Library Director; Rebecca Darling, Youth Services; Ken Madej, Library Clerk

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

Community members – Monique Clapper and Winston Clapper

Board Minutes: On a unanimous motion made by Beth Bechtel, with a second from Tom Shaginaw, the Board of Trustees approved the minutes of the July 29, 2015 Board of Trustees meeting.

Report of Special Funds: Special funds for August 2015 were reviewed.

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

Approval of Bills: The August bills which were reviewed and signed by Susan Slovic were unanimously approved 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 reported that the letter from NYS arrived, approving the Town of Ballston Community Library for a NYS construction grant of \$132,364. In addition, the Town of Ballston Board has approved the Wainshaf Construction bid for \$176,000. There will be a pre-construction meeting tentatively scheduled for September 11, time to be determined, so that the construction company, the architects and library staff will be able to discuss the entire construction process and how it may impact staff and patrons.

Ms. DeAngelo updated the board on the following staffing announcements:

- Librarian Julianne Port has been hired to fill the Temporary Part Time Librarian I position.
- Madylin Mancuso has been hired as a Library Page.
- Ruta Tomik has been hired as a Library Clerk
- Judy Kaplan will conclude her duties as Senior Library Clerk on August 31, 2015. After a one week pause, she will return as a Patron Services Clerk.

Ms. DeAngelo also discussed applying for the 2015/2016 NYS Construction Grant to replace two rooftop heating and cooling units with more energy efficient models.

Ms. DeAngelo noted that the first round of iPad classes for the Ballston Senior Connection Grant have been completed. In other programming, the Library is grateful to Burnt Hills resident Judy Rightmyer for

conducting Yoga classes over the summer and in lieu of fees, asking that attendees donate to the Friends of the Library.

Rebecca Darling, Youth Services: Ms. Darling reported that the summer reading program was successful; 654 children and teens enrolled and 70 programs were held over the six week period. This was the first year offering a combined program with the Burnt Hills-Ballston Lake School District. The Library's Fall Session will begin on September 8.

Reports of Committees:

Construction Committee: Mr. Shaginaw indicated that the attorney for the Town of Ballston has copies of the Wainshaf Construction contract for the Town to sign.

Executive Session:

On a unanimous motion by Tom Shaginaw, with a second from Cathy Hayden, the Board of Trustees voted to leave the public session of the meeting and enter executive session to discuss personnel issues at 7:40 pm. Karen DeAngelo, Rebecca Darling and the community members in attendance excused themselves from the meeting at this time.

On a unanimous motion by Cathy Hayden, with a second from Steve Zarelli, the Board of Trustees voted to leave executive session and enter public session at 8:35 pm. Karen DeAngelo and Rebecca Darling rejoined the meeting at this time.

Unfinished Business:

Staffing Changes: On a unanimous motion by Susan Tomlinson, with a second from Beth Bechtel, the Board of Trustees voted to recommend to the Town of Ballston that Mary Jane Baumbach's position title of Summer Youth Services Library Clerk be changed to Summer Youth Services Library Assistant in recognition of duties performed and pending civil service approval.

On a unanimous motion by Beth Bechtel, with a second from Susan Tomlinson, the Board of Trustees voted to recommend to the Town of Ballston that Deborah Fiedler's position title of Library Purchasing Clerk I be changed to Library Purchasing Clerk II in recognition of duties performed and pending civil service approval.

2016 Budget: Ms. DeAngelo led the discussion regarding the 2016 budget. The Board of Trustees considered several revenue line items including fees and fines and the potential Town of Ballston and Town of Charlton contributions. On a unanimous motion by Tom Shaginaw, with a second from Michelle Hernandez, the Board of Trustees voted to submit the budget as proposed by Ms. DeAngelo with minor modifications.

Construction/Moving Estimate/Rewiring Costs: Conversation deferred until next construction meeting.

Fines and Fees: Ms. DeAngelo presented data regarding outstanding fines for overdue library materials. The Board of Trustees discussed various methods for contacting patrons who have outstanding fines or materials.

New Business

Bank Signature Cards: On a unanimous motion by Tom Shaginaw, with a second by Susan Tomlinson, the Board of Trustees approved the removal of Judy Kaplan from library account bank signature cards and the addition of Rebecca Darling and the new Head of Adult Services/Circulation when hired.

Appoint new employees: On a unanimous motion by Beth Bechtel, with a second by Cathy Hayden, the Board of Trustees approved the appointments of Madylin Mancuso as Library Page; Julianne Port as Temporary Part Time Librarian I; and Ruta Tomik as Library Clerk.

NYS 2015/2016 Construction Grant: Ms. DeAngelo discussed the grant application process and noted that “The application completed in the preceding pages and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 57 of the Laws of 2007) and Commissioner’s regulations §90.12 was read and duly adopted by the board of Trustees of the Town of Ballston Community Library at a legal meeting on August 26, 2015” per the following motion:

On a unanimous motion by Tom Shaginaw, with a second from Susan Tomlinson, the Board of Trustees approved submission of a construction application grant for 2015/16 to the New York State Division of Library Development. The grant would be used to cover a portion of the expense involved in replacing two of the original six rooftop heating and cooling units. The grant would allow new energy efficient units to be installed.

On a unanimous motion made by Michelle Hernandez, with a second from Susan Tomlinson, the Board of Trustees voted to adjourn the meeting at 9:07pm.

Minutes submitted by: Susan Slovic, Secretary