

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
February 27, 2013**

**Meeting called to order at :** 7:04 by President Larry Rogers.

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

Trustees – Jean Clancy Botta, Larry Rogers, Sharon Rouis, Tom Shaginaw, Steve Zarelli  
Town of Ballston Board Liaison – Tim Szczepaniak

**Board minutes:** The Minutes of the January 30, 2013 meeting were reviewed. Tim Szczepaniak noted that the town board meetings are now held twice a month and that the meeting dates are the second and last Tuesday of the month (not the second and fourth). On a unanimous motion made by Steve Zarelli, seconded by Jean Clancy Botta, the Board of Trustees approved the January 30, 2013 minutes with the modification cited above.

**Report of Special Funds:** The Trustees reviewed account funds for February 2013. It was noted that the Trustee Fund report contained a calculation error that was corrected in the meeting.

**Monthly Statements:** It was noted that the current statements do not include the expenses associated with the broken window that occurred during the Mini Golf Fundraiser. Ms. DeAngelo has arranged to have the broken pane replaced and noted that the replacement will cost \$651 installed. Changes to the building code cause this window to be different than the others. The window is on order now and is anticipated to be in place by mid March. There was discussion around ensuring this experience is factored into future facility modifications.

**Approval of Bills:** It was noted that Beth Bechtel had reviewed and approved the bills prior to the meeting but was unable to attend the meeting due to illness. Based on this observation, the February 2013 bills were unanimously approved on a motion made by Larry Rogers and seconded by Steve Zarelli. Sharon Rouis observed that a brief note should be attached to atypical bills, for the benefit of future reviewers. It was observed that the Integrys bill had increased substantially from previous months. Ms. DeAngelo noted that she was informed that this was because their base rate had nearly tripled from \$0.04 to \$0.11. The Town of Ballston has also seen a dramatic increase in their rate. The town is getting details.

**Librarian's Report**

Karen DeAngelo, Library Director:

Ms. DeAngelo reported that the Friends of the Library Mini golf event was successful and recognized the efforts of the Friends, community members, BHBLBPA local businesses and library staff for their hard work before and at mini golf event. Particularly

noteworthy were the efforts of Deb Fiedler, Deborah Roberts Delamater, Rebecca Darling, and Erin Bishop

W-2s were incorrect for 2 staff members, and one did not receive hers. Corrected W-2s have not been received yet.

A patron shared thoughts he put on paper about spending quality time at the library with his grandchildren and asked Ms. DeAngelo to share it with others as he feels that it is important for parents to see.

NYS annual report finally received today, delayed due to staffing issues at the state level.

The library has received a \$135.00 donation from Elizabeth Lafergola's book club in memory of her father. Ms. DeAngelo will be contacting the donor to assure the donation is used in accordance with her wishes.

With the growing number of DVD donations, it appears the library will have to secure an additional "rounder". A Rounder costs approximately \$1000. It was noted that DVDs are now included in interlibrary loans and this has increased the amount of material to be processed for such loans.

The Books for Senior's program is being nominated as SALS program of the year.

NYLA lobby day March 5. Ms. DeAngelo noted her intention of traveling to Albany to participate.

A number of external Building Maintenance activities were discussed. It was suggested to revisit the process by which outdoor maintenance and simple construction projects are implemented. Ms. DeAngelo cited a list of interior handy man tasks (paint, glue molding, etc.) that are in need of resolution and noted she'd received a quote of \$755.00 from Premier Maintenance.

Larry Rogers noted that Ms. DeAngelo's written report included the observation that the Town of Ballston had approved an increase in petty cash, though the increased amount is not as much as had been requested. The request had been put forth in order to address the need to pay some service providers at the time of delivery. This issue is particularly acute in the summer programming. The Town of Ballston Board had discussed the request and authorized the smaller amount based on reservations that are not clear. Tim Szczepaniak will arrange a discussion between Trustees, Ms. DeAngelo and the Town's Accountant.

Steve Zarelli asked Ms. DeAngelo about the snow closing policy, citing the 8/9 February closings. Ms. DeAngelo outlined the snow closing policy which hinges on school district closings, state warning systems and staffing logistics.

Rebecca Darling, Youth Services Librarian: Refurbished tables have replaced the old tables in the children's area. An effort is under way to replace the computers in the children's area with IPADs. The physical implementation is currently being explored. Ms. Darling described that summer programming efforts are underway, though were dealt a minor set back by grand jury obligations of a key team member. Ms. Darling noted that surveys taken after the most recent children's programs indicate the recent changes that were made to logistics and scheduling were well received.

**Reports of Committees:** None.

**Unfinished Business:**

Senator Farley Grant and Architect: On unanimous motion made by Sharon Rouis and seconded by Steve Zarelli, the Board of Trustees voted to contract Paul Mays, Architect to study and recommend solutions to the facility issues previously described. Larry Rogers noted that previous architectural assessments should be made available to Mr. Mays. Ms. DeAngelo agreed to connect the appropriate parties.

Memorandum of Understanding with the Town of Ballston: Tim Szczepaniak discussed the MOU with the Town's Attorney, who indicated that it is not possible to modify the interaction with the town as proposed because of the Library Taxing District laws. Larry Rogers will follow up with the Town of Ballston Attorney.

New Trustees: Larry Rogers encouraged the Trustees to actively seek new Trustees to fill the impending vacancies to be left when his and Sharon Rouis' terms end this summer. It was suggested that Beth Bechtel should be asked to mention this need when she represents the Trustees at the next Town Board meeting.

2013 – 2016 Long Range Plan: Based on email feedback from Tom Shaginaw, the draft long range plan is being modified to include recognition of the ongoing association with SALS. Similarly, phrasing to explore enhancing partnership with current stake holders will be added. It was also noted that the survey data is referenced in the plan and must be attached to the final document, though the raw comments will not be included in the document but will be made available. On unanimous motion made by Tom Shaginaw and seconded by Sharon Rouis, the Board of Trustees voted to approve the 2013 – 2016 Long Range Plan pending incorporation of these comments.

Tag line and Logo: There was considerable discussion regarding the tagline and logo. It was recognized that the tagline does not have to be attached to the logo, nor do they have to be adopted or disseminated simultaneously. The Long Range Planning Subcommittee will meet this month to discuss the tag line and the logo options and make a recommendation to the board at the next monthly meeting.

**New Business:** Tom Shaginaw outlined an effort to quantify (with certainty) the Library Reserve Funding. Correspondence with the Town's Accountant indicates this may be premature, as there is an effort underway to reconcile town accounts. A simple, clear

report from January 2009 was cited as the preferred template, but systems changes may make this difficult. The effort will be revisited next month.

Tim Szczepaniak asked about carpet cleaning. Ms. DeAngelo noted that cleaning would be scheduled soon, and that this is beyond the existing contract with Mr. Help. Larry Rogers encouraged Ms. DeAngelo to secure quotes for carpet cleaning.

Tim Szczepaniak asked for status on the fishing program that had been discussed in 2012. Ms. Darling and Ms. De Angelo described the primary obstacles to conducting a fishing program, namely: equipment storage and liability. There were discussions around each of these and around how Scotia Library conducts a similar program. Tim Szczepaniak will work with program planning staff to establish plan.

The open session was adjourned at approximately 8:45 pm on a unanimous motion made by Jean Clancy Botta and seconded by Steve Zarelli. The Board of Trustees went into Executive Session on a unanimous motion made by Sharon Rouis and seconded by Steve Zarelli, to discuss an employee's performance evaluation. The general session was adjourned at approximately 9:30 pm by Larry Rogers.

**Minutes submitted by :** Tom Shaginaw, Trustee