

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
January 30, 2013**

Meeting called to order at: 7: 02 PM by President Larry Rogers

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

Trustees—Beth Bechtel, Jean Clancy Botta, Thomas Shaginaw, Larry Rogers, Sharon Rouis, Barbara Wilson, Steve Zarelli

Town of Ballston Board Liaison – Tim Szczepaniak

Board Minutes: On a unanimous motion made by Barbara Wilson, with a second from Tom Shaginaw, the Board of Trustees approved the Minutes of the November 28, 2012 meeting.

Report of Special Funds: The Trustees reviewed account funds for January 2013. A deposit of \$3000 from the Baum Fund was noted in the special funds account. Ms. DeAngelo sent a thank-you note to express appreciation for this generous contribution.

Monthly Statements: Several of the newspaper circulation fees will be paid yearly in 2013 rather than on a monthly basis. On a unanimous motion by Jean Clancy Botta with a second by Sharon Rouis, the Board of Trustees voted to make the following budget adjustments to the 2012 annual budget of the Town of Ballston Community Library:

- Move \$142.53 to Certified Librarians from Clerical-Pages
- Move \$1381.16 to Books- A from Books- J
- Move \$1689.22 to Recordings- A from Books – J
- Move \$31.84 to Recordings- J from Computerized Databases
- Move \$15.65 to Video- A&J from Computerized Databases
- Move \$85.81 to Other Serials from Computerized Databases
- Move \$3.83 to E-books from Computerized Databases
- Move \$182.50 to Telephone from Publishing/Printing
- Move \$253.99 to Repairs – Building from Fuel & Utilities

Approval of Bills: The December 2012 bills which were reviewed and signed by Beth Bechtel were unanimously approved on by a motion made by Tom Shaginaw with a second from Barbara Wilson. The January 2013 bills which were reviewed and signed by Jean Clancy Botta were unanimously approved on by a motion made by Tom Shaginaw with a second by Steve Zarelli. Those in attendance discussed the process by which all bills are reviewed and signed. The bill summary sheet will now be included in trustee's monthly informational packet. These summary sheets will be accumulated and kept in the bills

folder for review and comparison each month. Mr. Szczepaniak mentioned that some bills from both the Library and the Town of Ballston were noted to be without signature in the past two months. Ms. DeAngelo requested that Mr. Szczepaniak provide additional details, including which specific bills were noted as unsigned from the Library.

Librarians' Reports:

Karen DeAngelo, Library Director: Ms. DeAngelo noted that there was a slight drop in circulation from 2012; from 148,491 in 2011 to 147,464 in 2012. A discussion ensued to consider possible contributing factors to this decrease, including the newly opened Malta Town Library.

Rick Cooper of Cooper Construction did some additional roof repair work at the Library recently and there have not been any more leaks since that time.

The Friends of the Library will be hosting their second annual mini golf fundraiser on February 15 -16, 2013 and welcome additional sponsors.

At the January 9, 2013 staff meeting, the topics included: upcoming staff survey, review of emergency procedures, changes in program registration process, program promotion at the desk, and winter procedures.

Rebecca Darling, Youth Services Librarian: Ms. Darling will be offering after school enrichment programs at Stevens Elementary school and Charlton Heights Elementary school. She outlined the recent changes made to children's programming. Some programs now include registration to ensure adequate space and craft materials. Baby Lap time saw a significant increase in attendance after the time was changed to accommodate typical infant nap time schedules.

Reports of Committees:

Long Range Committee : . The Long Term Planning committee met on January 23, 2013 to create an initial draft for the Library's comprehensive long range plan. This draft was created using information compiled from patron surveys and with input garnered from focus groups and analysis by Libby Post from Communication Services. The draft was thoroughly reviewed by all in attendance at this Board of Trustees meeting. Suggestions for the wording of this document and additions of several goals were made in a discussion format. A brief discussion was held about the relationship between the Friends of the Library and the Trustees with regards to finances and donations. Different methods to obtain popular and new release books and more variety of e-books were reviewed and will be investigated further, as laid out in the long range plan. Ms. DeAngelo will update the current draft, making changes as discussed, and a finalized version of the long range plan will be presented for Board approval at the February 2013 meeting.

Unfinished Business:

Senator Farley Grant: Ms. DeAngelo summarized the information presented at the November meeting by Paul Mays, architect. His services include a comprehensive evaluation of the physical structure of the Library and an outlined plan for improvements. Many of the primary concerns and criticisms of the

library from patron surveys centered on physical structure: acoustic issues, lack of quiet study space, and entry way issues. Ms. DeAngelo and the Trustees will move forward with plans to retain an architect to create a master plan for the Library, including the possible acquisition of another estimate.

Memorandum of Understanding with Town of Ballston: The possible proposal of a memorandum of understanding between the Library and the Town of Ballston was discussed. This document would allow for increased clarity with regards to each party's fiscal responsibilities as they pertain to the Library's physical structure. Larry Rogers will contact Murry Brower, Town Attorney, to gain additional information and details for drafting a memorandum of understanding.

New Trustees: There will be two vacancies on the Board of Trustees in 2013. The Library is actively seeking applicants to fill these vacancies.

Friends Benevolence Fund: Beth Bechtel reported on the proposed agreement between the Trustees and the Friends of the Library to establish a Benevolence Fund operated by the Friends, with input from the Trustees. Sonja Olson, former Trustee and current Secretary of the Friends of the Library, investigated this possibility in detail. The Friends of the Library is a 501(c) (3) organization and must comply by all applicable Federal Tax laws and regulations. One of these regulations states that they must be engaged in activities furthering public purposes rather than private interests. It must not be operated for the benefit of designated individuals or the persons who created it. Ms. Olson outlined this research in an email and concluded that it was not in the best interest of the Friends to pursue this possibility.

New Business

Trustees "hole" for Library Mini Golf: The Board of Trustees will sponsor a tee and a hole for this event, for a total of \$200 in support of this program.

Petty Cash Increase Request to Cover Program Expenses : Ms. DeAngelo outlined the process of payment for outside vendors when visiting the Library to facilitate programs. She explained that most of the paid programs at the Library require payment on the day of service. On a unanimous vote with a motion made by Sharon Rouis and a second by Steve Zarelli, the Board voted to move the amount allocated in Petty Cash to \$1500 to cover expenses for paid programs as needed.

Town Meetings: Mr. Szczepaniak reported that Town of Ballston Board meetings will be moved to the second and fourth Tuesday of every month. Library Board Trustees will continue to attend these meetings monthly to represent the Library and provide a report.

The Board of Trustees meeting went into Executive Session at 8:37 PM on a unanimous motion made by Tom Shaginaw with a second by Barbara Wilson. Staff and patron issues were discussed. No further actions were taken and the general session was adjourned at 8:50 PM by Larry Rogers.

Minutes submitted by: Beth Bechtel, Secretary.

