

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
January 28, 2015**

Meeting called to order at: 7:15 pm by President Steve Zarelli

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

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

Town of Charlton Representative – Robert Lippiello

Board Minutes: On a unanimous motion made by Michelle Hernandez, with a second from Susan Tomlinson, the Board of Trustees approved the minutes of the December 3, 2014 Board of Trustees meeting.

Report of Special Funds: Special funds for December and January were reviewed. The library received generous donations from Frederick Baum, the Tomlinson family and the Satterlee family.

Monthly Financial Statements: Financial statements for December 2014 and January 2015 were reviewed. It was noted that the actual health insurance expenditure was less than the budgeted amount. This information will be considered for budgetary planning purposes. The Board of Trustees unanimously approved a budget adjustment request from Ms. DeAngelo on a motion made by Susan Tomlinson, with a second from Michelle Hernandez. The approved budget adjustment reads as follows:

- Transfer \$330.13 from Payroll Clerical Staff to Payroll Clerical Pages
- Transfer 128.85 from Periodicals to Other Serials
- Transfer \$973.13 from Library Materials, Other to Computerized Databases

Approval of Bills: The December bills which were reviewed and signed by Susan Tomlinson were unanimously approved on by a motion made by Beth Bechtel, with a second from Susan Slovic. The January Bills which were reviewed and signed by Cathy Hayden were unanimously approved on by a motion made by Tom Shaginaw, with a second from Susan Slovic.

Librarians' Reports:

Karen DeAngelo, Library Director:

The library received a \$5000.00 grant from the Southern Adirondack Library System (SALS) to install additional surveillance cameras and increase the storage capacity to allow continued storage for approximately two weeks' worth of surveillance data. This work is scheduled for January 29, 2015.

The library received a \$5000.00 technology grant from SALS to purchase iPads and present programs in support of the Ballston Senior Connection initiative. The iPads will be available for in-library use when not being utilized for programs.

The hot water heater was replaced and in order to replace it with the same size tank, the electrician had to change the voltage from 120 volts to 240 volts. The cost of the new water heater and labor was approximately \$1470.00.

The library purchased E-vanced Sign Up, a web-based program sign up platform for \$2400.00. Rebecca Darling and Jennifer Richard have been working together to prepare this program for library use and plan to go live with the program on January 29, 2015.

Youth Services: Nine staff members volunteered to reorganize the children's room over the course of three days, from January 2-4 2015. This work involved the moving and reorganizing of shelves, tables, seating, toys and approximately 6,000 books. Ms. Darling reported that the response from library patrons has been very positive.

Ms. Darling reported that yearly attendance for youth programs had increased from 2013 to 2014. In 2013, Youth Services offered 371 programs and had a total attendance of 7598. In 2014, Youth Services offered 372 programs and had a total attendance of 8489.

The stolen iPad has not yet been returned to the library, but Deborah Fiedler and her family generously donated their iPad to the children's room of the library.

Unfinished Business:

Conflict of Interest Policy: This policy awaits review by Jim Walsh, Town of Ballston attorney. The Town of Ballston may consider using this policy for all town employees.

Petty Cash and Petty Cash on Hand Policy: Ms. DeAngelo will finalize this policy for review and a Board of Trustees vote at the February Board 2015 meeting.

Staff Development Day Discussion: The Staff Development Day held this month was productive and informative. 15 out of 19 employees attended. After breakfast with the trustees, the staff discussed upcoming changes to Polaris, E-vanced programming, museum passes, customer service, fire and emergency procedures and 2015 library renovations.

New Business

Floating Holiday: Ms. DeAngelo reported that Town of Ballston employees currently receive one floating holiday per holiday. On a unanimous motion made by Tom Shaginaw, with a second from Cathy Hayden, the trustees voted to approve the addition of one floating holiday per calendar year for full-time library employees.

Consider Director request to bring 2 vacation days over from 2014-2015: On a unanimous motion made by Susan Slovic, with a second from Susan Tomlinson, the trustees approved Ms. DeAngelo's request to move two of her scheduled vacation days from 2014 to 2015.

Library Lobby Day: Ms. DeAngelo and Ms. Darling will attend Library Lobby Day on February 25, 2015 to represent the Town of Ballston Community Library.

Construction Grant: A Clerk of the Works, or construction liaison, will be hired for the 2015 library construction project. Mr. Shaginaw reviewed necessary information needed as planning for construction continues, including; budgeting information, detailed costs for all required materials, a plan for staff relocation, preparation for staff and trustees to answer patron and community questions, and working with the Town of Ballston to include them in the timeline and information. The construction sub-committee will plan a meeting within the month for planning and preparation purposes.

Legal Agreement with architect: Ms. DeAngelo will ask Town of Ballston Supervisor Patrick Ziegler to review and sign this agreement because the library building is owned by the Town of Ballston.

Library Mini-golf: On a unanimous motion made by Cathy Hayden, with a second from Michelle Hernandez, the board voted to approve spending in the amount of \$200.00 to sponsor a hole for the Friends of the Library sponsored miniature-golf event in February 2015.

Classification of the Library: Sara Dallas, Director of the Southern Adirondack Library System (SALS) sent an email to Ms. DeAngelo in December 2014, which states that in Ms. Dallas' opinion, the library should be classified, "as a town municipal library, the special district is because the legislation states Town of Ballston minus the village." Ms. Dallas also stated that the library, "should be able to use the Town's EIN – you should not have a 501 c 3." Ms. Dallas came to this conclusion after careful consideration and review of legislation. Ms. DeAngelo will determine what procedures need to occur and what considerations need to be made with regards to this library classification.

On a unanimous motion made by Michelle Hernandez, with a second from Susan Tomlinson, the Board of Trustees voted to adjourn the meeting and enter executive session to discuss the director's evaluation at 8:17 pm. On a unanimous motion made by Susan Tomlinson, with a second from Michelle Hernandez, the Board of Trustees voted to exit executive session and adjourn the meeting.

Minutes submitted by: Beth Bechtel, Secretary