

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
June 27, 2012**

Meeting called to order at: 7: 05 PM by President Larry Rogers

Present: Staff—Karen DeAngelo, Library Director; Rebecca Darling, Youth Services Librarian; Kathy Grecco, Computer Assistant. Judy Kaplan, Senior Library Clerk, was present during the Executive Session. Trustees—Beth Bechtel, Jean Clancy Botta, Keith Fieldhouse, Lawrence Rogers, Sharon Rouis and Barbara Wilson. Town of Charlton Representative—Councilman Robert Lippiello. Observer—Michael Lonergan, Trustee Applicant.

NOTE: Library Director Karen DeAngelo provided Trustees with snacks and desserts as a thank you for their services to the library. This treat was appreciated by all.

Board Minutes: On a motion made by Barbara Wilson, with a second from Keith Fieldhouse, the Board of Trustees approved the Minutes of the May 30, 2012 meeting.

Report of Special Funds: The Trustees reviewed account balances for June 2012. The Director provided requested data on the values of the Savings Bonds held within the Trustees Fund if they are held to maturity. At present the eight bonds are worth a total of \$6,967.60. If held to maturity, they would be valued at \$19,077.43. Maturity dates for the eight bonds range from September 2022 to 2028. There was a brief discussion about potential uses for these funds. During June, the Burnt Hills Rotary Club donated \$100 for the Summer Reading Program. The Friends of the Library contributed \$99 for a Kindle and \$439.83 toward the purchase of replacement exterior benches. They also transferred \$315 of book sale proceeds to the Trustees. Expenditures from the Trustees Fund included \$879.66 for the new benches and \$1000 for programming.

Monthly Statements: The Trustees reviewed the June 2012 financial statement, including the Petty Cash Report. The final reconciliation of the library's 2011 financial records with the Town of Ballston's records is still pending due to the ongoing audit and bookkeeping staff changes at the town. The actual value of the library's reserve fund is still unclear.

Approval of Bills: The June 2012 bills, which had been closely reviewed and signed by Trustee Jean Clancy Botta, were unanimously approved on a motion made by Beth Bechtel and seconded by Keith Fieldhouse. Expenses for this period were routine, including several payments for computer courses offered over the past few months by Computer Assistant Kathy Grecco. She also functions as a contract instructor for most of the computer courses taught at the library. Due to Ms. Grecco's presence at the meeting, Trustees took the opportunity to inquire about class attendance, to request her assessment of the community's needs for such courses, and to obtain her input on more effective promotion of our computer services and training opportunities to the public.

Librarians' Reports: **Karen DeAngelo, Library Director:** Ms. DeAngelo expressed appreciation for Highway Superintendent Joe Whalen and his staff's recent installation of the new outdoor benches. This replacement seating has already received many compliments from library patrons.

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The Director announced that the library will be receiving a grant of \$7,500 which has been facilitated by State Senator Hugh Farley. This was a very welcome surprise. Director Sarah Dallas and Karen Balsen, a Library Development Specialist from the New York State Library, toured the library on June 20th. The library is scheduled to host a SPAF (Saratoga Program for Arts Funding) workshop this month.

The Friends of the Library received an Honorable Mention Award for their rocket ship-themed Flag Day Parade Float. A contingent of Friends, staff and patrons marched with the float and enthusiastically helped to promote the Summer Reading Programs for children and teens.

Again this year, the library is offering a Summer Reading Program for Adults, called "Between the Covers."

This month Ms. DeAngelo worked with Town Historian Rick Reynolds to digitize more town documents for the New York State History site.

Rebecca Darling, Youth Services Librarian, reported that she made visits to the three elementary schools, which allowed her to reach out to 1500 children, to encourage participation in the Summer Reading Program. She also met with Middle School Junior Honor Society members to encourage their participation both as readers and VolunTeens this summer. This year's LSTA Grant (federal library grant monies distributed by the NYS Library to SALS for use by member libraries) will get a boost because of last year's high participation statistics. A record-breaking 200 children signed up for the Summer Reading Program on the first day of sign-ups!

Music with Miss Mona and *Read to Casey* were held weekly during June. Two first grade classes from Stevens Elementary School made field trips to the library to sign up for library cards.

This month Ms. Darling attended a budgeting workshop as part of her enrollment in the New York Library Association Leadership and Management Academy.

Reports of Committees:

Long Range Planning Committee. Barbara Wilson, Committee Chair, reported that the focus group meetings, that were conducted to help us chart the 2013-2016 Long Range Plan, have been completed. Libby Post, the contractor, and her staff are collating and analyzing the data collected. Trustees agreed that the likely best time for Ms. Post to present their findings is just prior to the next Library Board meeting on July 25th. Ms. DeAngelo will facilitate this or another mutually convenient meeting time.

Buildings and Grounds Committee: Mr. Rogers summarized the work we hope to accomplish in improving the entrance area to the library, including: repair or replacement of the deteriorating sidewalks, correcting front drainage problems, installation of a more efficient and snowplow-friendly parking plan and replacement of the front sign with a more attractive and functional electric one. Estimates of the cost for this work range from \$50,000 to \$60,000. Mr. Rogers' firm, Delaware Engineering, has generously donated the architectural and landscape design work for this project. It is hoped that 75% of the funding will come from a New York State Public Library Construction Grant, and

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the remainder from the Farley Grant and the library's reserve fund. The Youth Services Librarian put in a request for a picnic table to be included in the landscaping plan.

Unfinished Business:

2013 Budget Discussion. Library Director DeAngelo distributed several budget options for trustee discussion. "Wish list" budget additions for next year include expanding hours on Friday and Saturday, and upward adjustments in the pay scale for library clerks. On the revenue side, it was recommended that Charlton be asked to restore the 10% cut it made several years ago. This planning process has been made complicated by the lack of closure of the 2011 books, the information gap on retirement and health insurance costs, and questions about how the 2% state-imposed tax cap impacts our budget. It is hoped we will have more information and answers at the next meeting.

Election of Officers and Committee Appointments: The following slate of **Library Board officers**, which had been proposed by the Nominating Committee at the May meeting, was unanimously approved on a motion made by Jean Clancy Botta and seconded by Sharon Rouis. **President—Lawrence Rogers; Vice President--Barbara Wilson; Secretary--Beth Bechtel; Treasurer--Steve Zarelli.**

Mr. Rogers made the following **Library Board Committee appointments:**

Budget and Finance: Beth Bechtel, Steve Zarelli; **Buildings and Grounds:** Sharon Rouis, Steve Zarelli; **Long Range Planning:** Beth Bechtel, Barbara Wilson, Steve Zarelli; **Personnel:** Jean Clancy Botta, Barbara Wilson; **Policy:** Jean Clancy Botta, Sharon Rouis.

New Business:

Trustee Vacancy. Michael Lonergan, a regular library patron, has submitted an application to fill the Trustee position being vacated by Keith Fieldhouse; he was present at this meeting as an observer. He offered remarks about his long-time use of the library and his strong appreciation for its services to his family and the community. President Rogers thanked him for his interest and indicated that the Library Board will take action on this vacancy at the next meeting. The Trustees presented Mr. Fieldhouse with a gift certificate and expressed appreciation for his service to the library, in particular for the perspectives he offered regarding the future of technology, budgeting matters and effective personnel management.

Appointment of New Library Pages: The Trustees voted unanimously, on a motion made by Sharon Rouis and seconded by Barbara Wilson to appoint the following new Library Pages: Elizabeth Sammons, Laura Benner and Elisa Newcome.

Discussion of the Use of Trustees Funds for Gifts, Honorariums, etc.: Trustee Barbara Wilson urged Trustees to reconsider how we should fund the occasional gift or honorarium for staff members or trustees who are ill, resigning or finishing a term of office. In past years, the Trustees' Fund had been tapped to pay for such gifts. However, for the last few years, Trustees have been personally funding a holiday gift basket for the staff when it was determined that the former practice of issuing modest holiday bonuses to the staff from the Trustees' Fund was likely not fiscally appropriate. Of late, Trustees

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have also been personally funding gift certificates for departing Trustees. Ms. Wilson, who has generously taken on the duty of collecting contributions and selecting the gifts, proposed that we should consider returning to past practice.

It was pointed out that Trustees are already contributing significant time and incurring occasional personal expense for attending conferences, SALS events, and extra meetings, and/or for maintaining memberships in professional organizations and/or for subscribing to professional library literature. Jean Clancy Botta, Trustee and retired librarian, along with Ms. DeAngelo recommended that we look to the Friends of the Library to help address this public relations and funding conundrum. The Friends organization is set up and better suited to handling the finances related to this type of activity. Upon further discussion, it was agreed that the Trustees will approach the Friends to ask for their help with this matter. To cover the financial cost of these occasional gifts/honorariums, it was suggested that the Trustees forego receipt of the portion of the Friends' Book Sale proceeds that have normally been transferred to the Trustees Fund. Trustee Beth Bechtel offered to function as a liaison between the Trustees and the Friends of the Library.

Overdrive Advantage: The Library Director discussed an offer from the company that provides the library its e-book portal. She reminded us that we participate in a consortium with SALS member libraries and have committed to spending two percent of our book budget on e-books and sharing such books with consortium members. The proposal, which Trustees ultimately advised against accepting, would have allowed us to limit loan of e-book purchases made by the library, which exceed our two percent commitment to the consortium, to our patrons only. Trustee Keith Fieldhouse was well informed on this technology and marketing of same; he made a strong case against entering into this type of arrangement.

Executive Session: On a motion made by Jean Clancy Botta, which was seconded by Barbara Wilson, the Trustees voted unanimously to go into Executive Session at 8:45 PM to discuss the resignation of a clerical employee. Senior Library Clerk Judy Kaplan was invited to meet with the Trustees to discuss this matter.

The General Session was resumed in order to adjourn on an unanimously approved motion made by Barbara Wilson and seconded by Keith Fieldhouse.

The meeting was adjourned at 9:30 PM.

Minutes submitted by: Jean Clancy Botta, Secretary.