

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
March 30, 2011**

Meeting called to order at: 7:05 PM by President Sharon Rouis.

Present: Staff—Karen DeAngelo, Library Director; Rebecca Verhayden Darling, Youth Services Librarian; Trustees--Jean Clancy Botta, Keith Fieldhouse, Sonja Olson, Lawrence Rogers, Sharon Rouis, Tom Schottman and Barbara Wilson. Town Representative—Robert Lippiello, Town of Charlton. Observers—Beth Bechtel and Stefanie Leshner.

Board Minutes: Minutes of the February 23, 2011 meeting were amended to note that the Valentine Gift Box Program on February 14th attracted both adults and children. With this correction the minutes were approved by the Board on a motion made by Sonja Olson and with a second by Larry Rogers.

Report of Special Funds: The Trustees reviewed account balances.

Monthly Statements: The Trustees reviewed the March 2011 financial statements, including the Petty Cash Report.

Librarians' Reports:

Karen DeAngelo, Library Director:

Ms. DeAngelo distributed the 2010 Annual Report, once again entitled, "Check Us Out." She also handed out a SALS listing of their "2010-2011 Continuing Education Workshops, Events and Programs." A sample of the statistical reports received from Polaris was given to the Trustees too.

The Director invited Trustees to join her at an upcoming SALS-sponsored technology workshop, "Keeping the Library Relevant Today and Tomorrow." SALS is sending Jennifer Ferris to provide on-site training on ordering materials for four of our staff members. In other news from SALS, the Director has written to protest the decision by Harper Collins Publishers to establish a new e-content licensing policy that will greatly reduce multiple legal uses of e-books by library patrons; SALS and its member will join other libraries and systems in boycotting e-book titles from this publisher. SALS Annual meeting will be held on May 16th; the location has not yet been announced; the keynote speakers will discuss "The Customer Centered Library." Ms. Sara Dallas, SALS Director, has asked to attend our April Board meeting; this is a re-scheduled routine visit.

Ms. DeAngelo announced that the New York Library Association is offering very reasonably-priced on-line training for library staff through Webjunction, which she hopes to offer to library employees. The Director is participating in a free training opportunity, "Learn with CDLC," which familiarizes participants with web-based services and networking tools, including blogs, online meetings, online communities, and ways to use them in libraries.

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The BH-BL Women's Club is interested in presenting a gift to the library. Their first suggestion was a drive-up drop box; but, the estimated cost of \$6,000 was considered prohibitive. Other staff suggestions for this gift include: an oversize paperback book rounder, several quieter book carts, or a new announcements road sign (one that is easier to update and not as vulnerable to mischievous "editors"). The Ballston Spa National Bank will present \$500 to the library at the April Board meeting.

The Friends of the Library have asked for input from the staff and trustees on needs and possible projects. Their next meeting is April 5th at 7PM. They are considering assisting with landscaping work around the library. The Friends of the Library are also currently working on their "Spring Fling Raffle." The bags, which were a significant fundraising success last year, will be on display from April 9th until the book sale, which runs from May 12th – 14th.

Regarding the grounds, Kathy Rogers (of the Town in Bloom Committee) has recommended removal of the corner garden, which has become overgrown and hard to maintain; returning it to grass will be the resolution of this problem. The Director reported she has a quote for annual grounds maintenance from David Kenyon for \$700. Ms. Rogers advised that it appeared to be a fair price for the work.

The Director encouraged Trustees to participate in the grant-funded art tile project, through which participants can create a piece of art depicting a favorite book. The finished tiles will grace a reading table in the library's main reading room. The book club, headed up by Senior Clerk Judy Kaplan, will be discussing *The Heretic's Daughter* on April 11th; a dinner and a movie program is being planned for May. Patrons are being asked to fill out surveys after attending youth and adult programs.

The Director is participating in a Webinar on utilizing *Polaris* through Midwest Tape; the majority of the library's DVDs are purchased from Midwest. She will also represent the library on the Saratoga County Poet Laureate Selection Panel. She is volunteering at the 2nd Annual Empire State Book Festival in April.

A staff meeting is scheduled for March 31st. Discussion topics are to include scheduling and learning opportunities. Ms. Darling will share ideas learned at a program entitled, "Teens in the Library."

March exhibits and displays included: photographs by Dave Crudele and Ray Palmer, doll creations by Julie Branch, a book display for Women's History Month, entitled, "Herstory." The artwork of BH-BL students will be on display during April; the Friends will host a reception for the students and their families.

Rebecca Darling, Youth Services Librarian:

During March five field trips to the library were hosted; participants came from the high school, the East Glenville Preschool, and a special education class from Wood Elementary in Ballston Spa. Ms. Darling offered an enrichment program at Charlton Heights Elementary School on three Fridays. Other

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programs offered during the month were “Art and Movement Time” and two “Toddler Yoga” sessions. The “2,3,4 Book Club” was held along with “Scribbles and Tales,” and the usual preschool programs. Teens enjoyed creating snow globes in a project designed for them at the library.

The Target Grant funded a “Learn to Sew” workshop this month and several related events will be held during the schools’ upcoming spring break.

Participants of some of the Youth Services Programs were surveyed during March. The most popular year-long program, “Music with Mona,” has not yet been surveyed. An online survey about the “Summer Reading” program netted some helpful responses that will help guide this summer’s activities.

Ms. Darling will attend a Women’s Conference in Albany in early April. Some of the sessions will focus on working with difficult customers/staff.

Reports of Committees:

The Long Range Plan (LRP) Committee, chaired by Tom Schottman, which includes Barbara Wilson and Jean Clancy Botta, presented a summary report of their comprehensive review of the LRP. A thorough discussion ensued. Issues receiving the most attention included: outreach to senior citizen organizations and adult service organizations, refocusing on alternatives for addressing the acoustical problems on the library’s main floor, and the need for regular evaluation of programs. Mr. Schottman and Ms. Olson recommended that adult programming be expanded to offer more variety with a focus on nurturing the intellectual life of the community. Ms. Botta suggested offering topics of interest to parents, for example, “Helping Children Deal with Bullying.” The supporting document distributed to the Trustees, and the Ballston and Charlton Town Boards is entitled, “Town of Ballston Community Library; Long-Range Plan 2009-2012; Progress Report, February 2011.”

Approval of Bills: The monthly bills for March 2011 were approved by the Trustees on a motion by Barbara Wilson, with a second by Sonja Olson.

Unfinished Business:

- Five applications have been received from individuals interested in filling Sonya Olson’s trustee position. One of the applicants, Beth Bechtel, attended the March meeting to get a better understanding of the Board’s role.

New Business:

- Eleven security/video/computer businesses visited the library to consider submitting quotes for the proposed video surveillance system. Nine quotes were received and opened by the trustees. These bids are summarized on the following chart. The Buildings and Grounds Committee will meet with the Director to review these bids and make a selection recommendation to the Board.

| Company | Contact | Phone | Cost | NYS Contract |
|-------------------------------|---------------------|------------------|----------|--------------|
| Lee Audio 'n Security | Rich Donnelly | 371-1359 | 3,996 | |
| Adirondack Security | | 452-0124 | 5,895 | Yes |
| Northeast Information Systems | Bill Connors | 869-3571 | 6,950 | Yes |
| ADT Security Services, Inc. | William Bivona, Jr. | 951-7348 | 6,983.44 | Yes |
| FES Installation s, Inc. | Timothy Collins | 315-893-7702 | 7,658.10 | |
| Comalli Group | Nicholas Toth | 218-1500 x203 | 9,737 | |
| Russo Computer Consulting | Peter Russo | 858-2035 | 9,865 | |
| Harold R. Clune, Inc. | Brian Clune | 885-6199 | 12,900 | |
| Simplex Grinnell | Karl Bach | 952-6040 x219 | 15,400 | |

- Uses for donations from the BH-BL Women’s Club and the Ballston Spa National Bank were discussed. The Trustees recommended obtaining quotes for a new sign; and, if the sign cost is prohibitive, using the funds to buy the oversized paperback book display rounder and other staff-suggested purchases referenced above in the Director’s report.
- In a motion made by Larry Rogers, with a second from Sonja Olson, the Trustees voted to approve the appointment of Allan Sagendorf as the new Accounts Clerk. Mr. Sagendorf was introduced by the Director as he was present at the library receiving training from his predecessor, Suzanne Goertz, during the Board meeting.
- The Trustees discussed applying for a Library Construction Grant. The Building and Grounds Committee will meet to discuss the possibility of obtaining a professional evaluation of the library’s mold, mildew and roofing issues to determine if a grant-funded project is feasible.
- Continuing education opportunities for staff and trustees through SALS and/or the New York Library Association were discussed during the Director’s Report and noted above.

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- President Sharon Rouis shared information she received from Robert Pustolka, Sr., a local farmer. He contacted her in his capacity as a member of the Agricultural Protection Committee. Mr. Pustolka informed her that this committee is seeking an exemption for agricultural businesses in Ballston from paying special district taxes through the Agricultural District Law and the Agricultural Value Exemption. This matter is being reviewed by the town. In the event this exemption is approved, Mr. Pustolka opined that the library would not lose funding as the assessment to the farm properties would be redistributed to the remaining special district residents. Ms. Rouis distributed an information sheet summarizing this information.

Meeting Adjourned: The meeting was adjourned at 8:25 PM.

Executive Session: The Trustees went into Executive Session to discuss the evaluation of the Library Director and various compensation matters.

Minutes submitted by: Jean Clancy Botta.