

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

Meeting called to order at: 7: 03 PM by President Larry Rogers

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

Trustees—Beth Bechtel, Thomas Shaginaw, Larry Rogers, Barbara Wilson, Steve Zarelli

Community Member – Michelle Hernandez

Board Minutes: On a unanimous motion made by Steve Zarelli, with a second from Larry Rogers, the Board of Trustees approved the Minutes of the February 27, 2013 meeting.

Report of Special Funds: The Trustees reviewed account funds for March 2013.

Monthly Financial Statements: The Trustees reviewed the March 2013 financial statements and found them to be largely on target for this point in the budget year.

Approval of Bills: The March 2013 bills which were reviewed and signed by Sharon Rouis were unanimously approved on by a motion made by Barbara Wilson with a second from Tom Shaginaw.

Librarians' Reports:

Karen DeAngelo, Library Director: A replacement window with 3M membrane was installed on March 19, 2013. The previous window was shattered during a mini-golf event sponsored by the Friends of the Library. The insurance company representing the Friends has declined the payment for this replacement, stating that the contract was between the Library and the mini-golf company. Ms. DeAngelo will ask the Friends of the Library if they might consider paying a portion of the deductible charged for the window.

Ms. DeAngelo is in the process of updating the Library's website to make it more compatible and user friendly with mobile devices.

The Friends of the Library is planning their third annual Spring Fling Raffle and they are seeking donations of themed bags. A Kindle Fire HD will be included as a raffle item.

The Burnt Hills – Ballston Lake school art reception is on April 20, 2013. Artwork from students will be on display in the Community Room throughout the month of April.

Ms. DeAngelo explained the form entitled Request for Reconsideration of Library Resources. If a patron would like to request that a library item be moved to another section or removed from circulation, this form can be submitted for consideration.

A new fax/scan machine is going to be placed in the front area of the Library, near the copiers. Incoming faxes will continue to be sent to the office area in the interest of patron privacy. There will be a charge

for faxing, but no charge for scanning. It will be patrons' responsibility to remove any content from a shared flash drive, but staff will remove material on a weekly basis.

The national minimum wage may see an increase in the next year. This may have an impact on the payroll at the Library in the future, but is not something that needs to be addressed at this time.

Rebecca Darling, Youth Services Librarian: The second winter session is almost completed. The Baby Lap program is very popular and is full, with a waiting list. Two elementary programs will be held over the school April break. "Music with Miss Mona" has been renamed to "Music Medleys" with Miss Mona and Terri Roben sharing responsibility for the program.

The Library will receive the LSTA Grant and the Family Literacy Grant for the summer reading program and are hoping to receive the Saratoga County Youth Bureau grant.

The summer reading program is in the process of being finalized. There will be online enrollment for the summer reading program as a whole, but individual registration for specific programs will still be required.

Reports of Committees:

Long Range Committee: The Long Term Planning committee will meet on April 10, 2013 at 7:15 to discuss Library tagline and logo concepts. They will present their recommendations at the April Board of Trustees meeting.

Unfinished Business:

Update on Architectural Review: Ms. DeAngelo met with architects from Butler, Rowland and Mays and did a preliminary walk through of the library. The architects found several areas that need to be targeted for improvements, including some that may not meet building code. These items include stairway and bookcase measurements. Members from the firm will be meeting on March 28, 2013 with other key staff members to gather additional input.

Memorandum of Understanding with Town of Ballston: There are no new developments at this time.

New Windows Proposal: The Library received a proposal and cost estimate to replace all windows with 3M membrane to increase safety. Ms. DeAngelo stated that the children's room should be the first area to consider window replacements. She is going to determine how many windows would be included in this area, determine the estimated cost, and the issue will be reviewed at the April 2013 meeting.

New Trustees: There will be two vacancies on the Board of Trustees in July 2013. Community member and library patron Michelle Hernandez was in attendance as a prospective trustee applicant.

New Business

Approval of NYS Annual Report: This report provides a synopsis of the Library's activity in a yearly glance and is compiled from the Library's circulation statistics, staff and trustee information and financial information. A discussion was held on how the balance in operating fund is determined. Ms. DeAngelo explained the process in obtaining this number for reporting purposes. The Board of Trustees

voted to submit this report, as amended with a corrected email address, on a unanimous motion made by Steve Zarelli with a second by Barbara Wilson.

Nominating Committee: A discussion was held on the Board of Trustees positions, after current Board President Larry Rogers completes his term in June 2013. A nominating committee will be discussed at the April 2013 meeting.

Joint Automation: Ms. DeAngelo will contact Southern Adirondack Library System to discuss how the rate structure for joint automation is determined. More information will be obtained and the joint automation contract will be discussed at the April 2013 meeting.

The Board of Trustees was adjourned at 8:05 PM on a unanimous motion made by Barbara Wilson with a second by Tom Shaginaw.

Minutes submitted by: Beth Bechtel, Secretary.