

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
May 28, 2014**

Meeting called to order at: 7:04PM by President Steve Zarelli

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

Trustees—Steve Zarelli, Barbara Wilson, Tom Shaginaw, Susan Tomlinson, Michelle Hernandez, Jean Clancy Botta, Beth Bechtel

Community Members – Susan Slovic, David Butler

Board Minutes: On a unanimous motion made by Tom Shaginaw, with a second from Barbara Wilson, the Board of Trustees approved the minutes of the April 30, 2014 Board of Trustees meeting.

Report of Special Funds: Account funds for May 2014 were reviewed in session and found to be accurate.

Monthly Financial Statements: Financial statements for May 2014 were reviewed and found to be on target for this point in the fiscal year. Ms. DeAngelo stated that we have not used the contingency fund if monies are needed for additional building and repair funds.

Approval of Bills: The May 2014 bills which were reviewed and signed by Barbara Wilson were unanimously approved on by a motion made by Jean Botta with a second from Michelle Hernandez.

Librarians' Reports:

Karen DeAngelo, Library Director:

The clear water connector in the women's downstairs bathroom broke, leading to flooding of both downstairs bathrooms, the adjacent hall and into the book drop closet, the community room, staff work room, behind the circulation desk area, staff break room closet and the community room closet. Damages included three boxes of books from the ongoing book sale, both staff rugs in the circulation area and portion of the rug in the staff areas. Extensive measures were taken to ensure the walls and floors were thoroughly dried. The cost of repainting and repairing the walls is estimated at approximately \$4,500 and the library insurance includes a \$1,000 deductible. Ms. DeAngelo will also obtain estimates for necessary rug replacements.

Ms. DeAngelo asked the Board of Trustees for input regarding requests for the library to allow political pamphlets or literature to be placed in the entry way area of the library. A discussion was held to voice thoughts, concerns and considerations. Ms. DeAngelo is going to request for additional input from the Town of Ballston and SALS before determining library guidelines.

Ms. DeAngelo, with assistance from Board President Steve Zarelli, will notify nearby homeowners of the new sign that will be placed in front of the library.

A discussion was held about a potential technology purchase for the community room. Susan Tomlinson has both a Smart Board and a Smart Projector in her place of employment and voiced her preference for the Smart Projector versus the Smart Board. She extended an invitation to Ms. DeAngelo, Ms. Darling and the trustees to visit and try out both systems. Ms. DeAngelo and Ms. Darling, along with interested members of the Board and the Friends of the Library will continue to examine options for new technology in the community room.

Ms. DeAngelo would like to consider including the cost of a room and program scheduling service in the 2015 budget. Tom Shaginaw questioned the privacy rules and regulations about the Evanced Solutions online registration program for the children's reading programs.

Rebecca Darling, Youth Services:

Spring Session II ended May 23, 2014. The summer reading volunteer sign up will be on June 11, 2014. Casey Wayman, a volunteer in the Children's Room, will be coordinating the Book Buddies program this year. Volunteers will read and be read to by participating students.

Ms. Darling went to the Middle School and will be spending time at all three elementary schools to promote the Summer Reading Program, "Fizz, Boom, Read." Online enrollment for Summer Reading begins June 1, 2014.

Reports of Committees:

Long Range Planning: The Long Range Planning committee met on May 5, 2014 with Ms. DeAngelo to review the progress made in the past year with regard to Ms. DeAngelo's action plan goals. Ms. DeAngelo presented the minutes from this meeting and some updated goals for the coming year. She will create a new action plan for the coming year with updated goals.

Unfinished Business:

Trustee search update: A trustee position will be available beginning July 2014. Three applications have been received. Susan Slovic, trustee applicant, attended this meeting and introduced herself and her interest in serving on the Board.

Policy review as per April minutes: Ms. DeAngelo presented recommended policy changes. On a motion made by Michelle Hernandez with a second from Jean Botta, the Board unanimously approved the recommended policy changes as follows:

- C. Meetings, 2. The order of business shall be:
 - a. Call to order
 - b. Minutes of the preceding meeting
 - c. Report of special funds
 - d. Monthly financial report of expenditures and receipts
 - e. Approval of bills
 - f. Report of Library Director/Librarians
 - g. Report of committees

- h. Unfinished business
 - i. New business
 - j. Adjournment
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- C. Meetings, 6. In the absence of a quorum of four Trustees at the monthly meeting, the meeting will be rescheduled.
 - C. Meetings, 7. The library trustees may vote to enter into executive session for one of the following reasons:
 - Discussions regarding proposed, pending or current litigation; collective (bargaining) negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law);
 - The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
 - The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale of exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.
 - F. Amendments to the Bylaws (*to correct spelling of amendments*)
 - A. Borrowing Privileges, 2. A child may have a library card when he/she has enrolled in Kindergarten or has turned five. The parent or guardian must sign the application card.

Budget Discussions: Tom Shaginaw reported on the current budget projections. There was a decrease in overall expenditures in 2013 as compared to several previous years. Once specific items, including staff medical insurance, benefits and building insurance are reported and accounted for, this discrepancy will decrease. Mr. Shaginaw believes that the \$162,000 reported by the Town of Ballston for the library's fund balance is an accurate approximate. As the budget is planned for next year, the Board and director will examine the current actual expenditures to plan for next year.

NYS 2014/2015 Construction Grant: Ms. DeAngelo outlined options for projects included in the grant application. She will contact the architectural team to inquire what would be a potential project for the 2014/2015 grant, taking the financial constrictions of the grant into consideration and first phase of their architectural recommendations.

New Business

Power Flush Toilets: A discussion was held about the possibility of installing power flush toilets to prevent further toilet blockage issues. On a unanimous motion made by Jean Botta, with a second by Barbara Wilson, the Board of Trustees approved library spending for approximately \$2,500.00 for parts and labor to replace the current toilets with power flush toilets.

Flood Alarms: Ms. DeAngelo mentioned the possibility of flood alarms, given the recent flooding from the downstairs women's bathroom. General consensus was that flood alarms are not necessary and that the toilets and connector valves will be replaced in all three bathrooms.

On a unanimous motion made by Susan Tomlinson, with a second from Jean Botta, the Board of Trustees voted to adjourn the meeting at 8:36pm and enter executive session to discuss personnel matters. On a unanimous motion made by Jean Botta, with a second from Beth Bechtel, the Board entered back into public session at 9:01pm.

On a unanimous motion made by Michelle Hernandez, with a second from Barbara Wilson, the Board voted to approve the following staff hourly changes to cover for the busy summer program as follows; allow for an increase from 15 hours per week to 17.5 hours per week for a Librarian I employee for a six week period and allow for up to 35 hours per week for a six week period beginning June 16, 2014 for each of two clerk employees. These temporary staff hourly changes were approved to provide coverage during the medical absence of a children's room clerk and staff absences due to illness or vacation during the busy summer reading session. On a unanimous motion made by Michelle Hernandez, with a second from Barbara Wilson, the Board voted to approve the following staff hourly change; allow three pages to work up to 30 hours per week each, not to exceed a total of 60 hours per week, for a period of six weeks during the summer session.

On a unanimous motion made by Barbara Wilson, with a second from Susan Tomlinson, the Board of Trustees voted to adjourn the meeting at 9:03pm.

Minutes submitted by: Beth Bechtel, Secretary