

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
May 27, 2015**

Meeting called to order at: 7:05 pm by President Steve Zarelli

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

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

Board Minutes: On a motion made by Sue Tomlinson , with a second from Michelle Hernandez, the Board of Trustees unanimously approved the amended minutes of the April 29, 2015 Board of Trustees meeting. The following corrections were made:

- Construction notes inadvertently referred to Lisa Hayes as Lisa Mays.
- Construction notes inadvertently indicated the plural possessive of the word town when it should have been singular possessive.
- Report of special funds should say April 2015 rather than March 2015.

Report of Special Funds: Special funds for May 2015 were reviewed by all in attendance and found to be accurate.

Monthly Financial Statements: Financial statements for May 2015 were reviewed and found to be in range for this point in the fiscal year.

Construction Financial Statements: Construction Financial statements for May 2015 were reviewed and will be revisited by the Construction committee.

Approval of Bills: The May 2015 bills which were reviewed and signed by Steve Zarelli were unanimously approved on by the Board of Trustees on a motion made by Michelle Hernandez, with a second from Sue Slavic.

Librarians' Reports:

Karen DeAngelo, Library Director:

Ms. DeAngelo described the proposed organizational structure and observed that the task descriptions in the structure form the starting point for the job descriptions that the director had been tasked with as part of the annual review.

Ms. DeAngelo reported that she'd met with Lisa Hayes to discuss the impending construction. Samples of some of the building materials were shown.

Ms. DeAngelo provided the trustees with a copy of the annual report to the public.

Rebecca Darling, Youth Services Librarian:

Ms. Darling reported that the spring programming has finished. Ms. Darling reported that the request for summer volunteers yielded a very strong turnout.

Ms. Darling noted that library representatives will be participating in two parades in early June.

Mary Jane Baumbach has returned for summer hours.

Reports of Committees:

Construction Committee: Mr. Shaginaw reported that the request for bids have been issued. Responses are due on 2 June.

The board discussed the status of the grant from the state. It is expected June. The board noted the desirability of having the grant in hand before moving forward with construction.

Unfinished Business:

Staffing changes: Ms. DeAngelo described the staffing reorganization in terms of operational and financial impacts. The impacts on finances, especially in the out years were discussed. A discussion on managing the transition was held. The situation is dynamic, but a variety of solutions are possible. Ms. Darling suggested that the timing of the new Librarian should be coordinated with the completion of the construction so that the librarian would be fully operational when the library construction is completed. The decision on the staffing change was tabled until next month's meeting.

New Business

Officer Term Limits: Ms. DeAngelo described the current policy. There is a potential for an interpretation conflict. The discussion centered on understanding the rationale for the policy. A motion to change the policy to reflect the possibility of up to 4 one year terms was made by Tom Shaginaw, seconded by Michelle Hernandez, and unanimously approved.

Slate for officers: Slate is established as Steve Zarelli for President, Sue Tomlinson for VP, Tom Shaginaw for Treasurer, Sue Slovic for Secretary.

Appoint Liz Sammons as a substitute page: A motion to appoint Liz Sammons as a substitute page was made by Sue Slovic and seconded by Cathy Hayden, was unanimously accepted.

Consider Job sharing for Ken Madej/Kelly Shaginaw: Mr. Shaginaw recused himself from this session. Subsequent minutes captured by Susan Slovic. The board discussed an employee request for an extended unpaid leave of absence and the possibility of having a substitute employee fill in during that absence. The subject of unpaid absences is not currently covered under policy and further discussion,

including conversation with the Town of Ballston, was recommended. A decision on the request was deferred as a result.

On a unanimous motion made by Michele Hernandez with a second from Susan Slovic, the Board of Trustees voted to adjourn the meeting at 8:45 pm.

Minutes submitted by: Tom Shaginaw, Treasurer