

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
December 1, 2010**

Meeting called to order at: 7:03 PM by President Sharon Rouis.

Present: Staff--Karen DeAngelo, Director; Rebecca Darling, Youth Services Librarian; Trustees--Jean Clancy Botta, Keith Fieldhouse, Sonja Olson, Sharon Rouis, Tom Schottman and Barbara Wilson. Town Representative—Kim Ireland, Ballston Councilwoman; Robert Lippiello, Charlton Councilman. Member of the Public--Stefanie Leshner.

Board Minutes: Minutes of the October 27, 2010 meeting were approved on a motion made by Barbara Wilson and a second by Sonja Olson.

Report of Special Funds: The Trustees reviewed account balances. Sonja Olson reported that the Trustees' Fund's share of the book sale proceeds is \$434. The new procedure of charging a \$10 admission fee on the first night of the sale netted higher profits than usual.

Monthly Statements: The Trustees reviewed the November 2010 financial statement. The transfer of \$76 from the Postage and Freight line to the Travel line was approved on a motion made by Sonja Olson with a second from Keith Fieldhouse. It is expected that some fund transfers will be required at month-end.

Regarding the 2011 Budget, it was discovered that the Equipment line was mistakenly deleted from the final budget submitted to and accepted by the town. To address this oversight, Supervisor Southworth has advised the Director that next year's equipment needs may be taken out of the library's fund balance, which requires Town Board approval of expenditures over \$500.

Reports of Committees:

The Personnel Committee reported that the director's annual evaluation had been completed.

The Policy Committee presented a new policy on Video Surveillance (P6600), which is attached at the end of these minutes. The Board voted to accept this new policy, pending approval of the Town Attorney and the purchase and installation of a video surveillance system. The motion for this vote was made by Keith Fieldhouse with a second by Barbara Wilson. We have been advised that a Request for Proposals (RFP) will be needed for purchase of a video system. Ms. DeAngelo will work with the town to develop the RFP.

Approval of Bills: The monthly bills for November were approved by the Board of Trustees on a motion by Sonja Olson with a second by Keith Fieldhouse.

A change is being made in the way the Director signs bills. Henceforth, she will review them prior to their submission to the town.

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Director's Report:

Karen DeAngelo, Library Director:

Work has been done on the heating system's blowers and the bathrooms were painted.

The Director attended Charlton's November 8th Town Board meeting where the budget was passed with no changes.

Through the "Food for Fines" initiative, the library waived \$431 in fines over a two week period in November. The food went to the Boy Scouts' collection for local food pantries.

In early November, Ms. DeAngelo, Ms. Darling, Trustees Barbara Wilson and Jean Clancy Botta, and several Friends of the Library attended the New York Library Association's Annual Conference in Saratoga Springs. This conference offered the participants valuable training on a variety of topics, including: disaster planning, state financial audits, confidentiality laws, library advocacy, personnel management, serving patrons with disabilities, emerging technologies and programs for teens.

The Director reminded the Board about a program to be offered at the library on December 9th by ***Saratogian*** reporter Paul Post, author of the book, ***Soldiers of Saratoga County***. He will discuss his research and sign copies of his book.

SALS will no longer order and process new materials due to severe cuts in State aid. These were long-standing services provided to member libraries. To address this change, the Director and Suzanne Goertz are establishing our own accounts with book and other media suppliers; they are also developing in-house procedures for handling future orders and bill processing.

Library Clerk Kelly Shaginaw attended a program at SALS on "Library Safety and Security." She shared the information she obtained at a subsequent staff meeting. Development of a "Library Patron Code of Conduct" and the development and use of an incident report were among the recommendations made at the training. The Director presented the Board with several versions of codes of conduct for review and discussion. She has developed and implemented use of a combined Incident/Accident Report; a copy of this report form was distributed to the Board.

The Friends of the Library will host a dinner for the staff on December 10th.

Rebecca Darling, Youth Services Librarian:

Ms. Darling reported that a month-long program, ***Itsy Bitsy Yoga***, which began on November 30th is being offered to 12 toddlers and their parents and/or caregivers on Tuesday mornings. The participants are enjoying acting out stories from books using yoga poses. A certified yoga instructor is presenting this activity. ***Music with Mona*** will not be offered during December.

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Other successful youth programs held during November included *Scribbles and Tales* and the **2, 3, 4 Book Club**. *The Price Chopper Kids Cooking Class* was a big hit with the 40 participants, according to the Youth Services Librarian.

The 2011 Summer Reading Program theme has been announced. It will be "One World, Many Voices." Ms. Darling will attend a planning session at SALS in December to begin preparations.

The town's tree lighting ceremony will be held by the sign at the library on December 7th at 6:30PM. Santa Claus will visit the library that evening, and children are welcome to give him their wish lists at that time.

Unfinished Business:

1. Surveillance Cameras. See: Discussion under Committee Reports above.
2. The *Agreement between the Mohawk Valley Library System and the Southern Adirondack Library System Joint Automation Project and the Town of Ballston Community Library* was approved for Board President Sharon Rouis' signature by the Trustees, on a motion made by Thomas Schottman with a second by Barbara Wilson.

New Business:

1. Staff Bonuses. It was decided that the Board will discontinue the practice of paying modest holiday bonuses from the Trustees Fund to library staff. Instead, the Trustees will personally fund the purchase of large fruit and candy baskets to serve as refreshments for the staff during the holiday period. Barbara Wilson volunteered to shop for the baskets and arrange for their delivery to the library.
2. Independent Financial Audit. Regarding the library's financial practices, the Director and the Board discussed the advisability of having an independent financial audit conducted. The Director, through her networking with other public librarians, has found that many libraries do budget for such audits annually. While she does not believe that any of our practices are inappropriate, she wants to ensure that our recordkeeping would fare well under a state audit. It appears that other local libraries have been subject to such audits recently, including the Clifton Park-Halfmoon Library. She learned that some libraries were required to change various procedures, such as time records, as the result of a state audit. Based on her discussions with a colleague, who was required to alter procedures due to a negative finding through a state audit, Supervisors Ms. DeAngelo, Ms. Kaplan or Ms. Darling now countersign all timecards. Several Trustees and Town Councilwoman Ireland raised questions about the likelihood of a separate state audit of the library, given that our finances are controlled by the Town of Ballston, which is

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subject to such audits already. Concerns were raised that the expense of hiring an accounting firm would be prohibitive. Ms. DeAngelo was asked to investigate this matter further.

3. Staff Computer Use Policy. Tabled for future consideration.
4. Board priorities for the 2011 calendar year were discussed. Regular review of progress on meeting the library's long range plans headed the list. Trustees agreed to also focus on clarifying personnel policies and the development of a disaster plan. Determining the cause of building leaks was also identified as a priority.

Meeting Adjourned: The public portion of the meeting was adjourned at 8:29PM. The Board of Trustees then held an **Executive Session** to discuss several personnel matters; this portion of the meeting adjourned at 9:30 PM.

Minutes submitted by: Jean Clancy Botta.

ATTACHMENT: Video Surveillance Policy

F. VIDEO SURVEILLANCE P6600

In order to maintain a safe and secure environment for its staff and patrons, the Town of Ballston Community Library employs the use of continuous video surveillance and recording in selected public areas of the library premises. Signage is posted at the library entrance at all times, disclosing this activity.

1. Video images will be routinely monitored in real-time. An exception will be that the community room will not be monitored during meetings.
2. Video records are stored digitally on hardware in the Library for a minimum of 14 days, or until image capacity of the system is reached.
3. Video records may be used to identify the person or persons responsible for Library policy violations, criminal activity, or actions considered disruptive to normal Library operations.
4. Video records may be shared among Library staff to identify person(s) suspended from Library property and to maintain a safe and secure environment.
5. Video records may be used to assist law enforcement agencies in accordance with applicable local, state and federal laws.
6. Video recordings of incidents can be retained and reviewed as long as considered necessary by the Library Director.