

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
December 3, 2014**

Meeting called to order at: 7:01pm by President Steve Zarelli

Present: Karen DeAngelo; Library Director

Trustees—Steve Zarelli, Susan Slovic, Susan Tomlinson, Cathy Hayden, Michelle Hernandez, Beth Bechtel

Town of Ballston representative – John Antoski

Board Minutes: On a unanimous motion made by Michelle Hernandez, with a second from Susan Tomlinson, the Board of Trustees approved the minutes of the October 30, 2014 Board of Trustees meeting.

Report of Special Funds: Account funds for November 2014 were reviewed and found to be accurate. Ms. DeAngelo pointed out the funds utilized to provide storage furniture in the children's room, as detailed in the October Board of Trustees meeting. Also noted were donations made in honor of Judy Kaplan's twenty-five years of service to the library. These donations will be used to purchase audio books with a commemorative nameplate for Ms. Kaplan.

Monthly Financial Statements: Financial statements for November 2014 were reviewed, discussed and found to be largely on target for this point in the fiscal year.

Approval of Bills: The November bills which were reviewed and signed by Susan Slovic were unanimously approved on by a motion made by Beth Bechtel with a second from Michelle Hernandez. Ms. Slovic pointed out the second installment payment was made to AJ Signs for the new library sign.

Librarians' Reports:

Karen DeAngelo, Library Director: Library Clerk Erin Bishop recently gave her two week notice as she has found another position that offers more hours. Ms. DeAngelo and Judy Kaplan are working with staff to increase the hours of those who would be interested and allowed by Civil Service in order to cover the hours left by Ms. Bishop's absence.

Ms. DeAngelo asked Mr. Antoski if he would please inquire about the possibility of the Town of Ballston allowing the Episcopal Church to be an alternative voting location in the event that the library community room is still under construction in November 2015.

The copier that the library plans to purchase in 2015 is on NYS contract and will be \$4,716.00 with an annual maintenance fee of \$552.00. The new copier will have scanning and fax capabilities.

There were 175 people at the tree lighting on December 2, 2014 and the event was very successful.

Youth Services: Youth Services finished up Fall Session 2 on November 21, 2014. The three children's book clubs were very well attended. Music Medley and three youth book clubs will be held in December.

Unfinished Business:

Conflict of Interest Policy: This policy awaits review by Jim Walsh, Town of Ballston attorney. The Town of Ballston may consider using this policy for all town employees.

Petty Cash and Petty Cash on Hand Policy: Ms. DeAngelo provided a written draft of the petty cash and petty cash on hand policy. The trustees will review this draft independently prior to the January 2015 Board meeting and put it to vote at that time.

SALS Technology Grant: Ms. DeAngelo asked the trustees to review this grant application and provide editorial suggestions prior to submission.

SALS \$5000 Construction Grant: Ms. DeAngelo met with representatives from Adirondack Security and toured the library to gain information for a quote for additional security cameras. Some of the areas considered for additional cameras include "blind spots" in the teen section of the youth services area, the top of each stairwell, above the main entrance and above the display case in the library entryway. These additional cameras will be requested under the SALS \$5000 Construction grant. The possibility of adding software to Ms. Darling's computer to access security camera views and adding an emergency 911 call button system on both floors was also discussed.

Staff Development Day January 19, 2015: A staff development day will be held on January 19, 2015. Ms. DeAngelo outlined the plans for the day, including a workshop on E-vanced, a meeting with the architectural firm to discuss the upcoming structural changes in the library and emergency preparedness and procedure review. Ms. DeAngelo suggested that this day include a breakfast meet and greet with staff and the Board of Trustees.

Eagle Scout Project: On a unanimous motion made by Susan Tomlinson, with a second from Michelle Hernandez, the Board voted to approve spending in the amount of \$120.00 in support of Jake Doepel's Eagle Scout construction project on library grounds. Jake presented this plan at the October 2014 Board meeting to include installation of a raised floor in the outdoor storage closet and a new cement path to the closet.

New Business

Staff/Trustee Meet and Greet: Ms. DeAngelo suggested that the Board of Trustees attend breakfast with the library staff during the Staff Development Day.

On a unanimous motion made by Beth Bechtel with a second from Michelle Hernandez, the Board voted to approve spending in the amount of \$210.00 for year-end staff recognition to be taken from the Trustee's account.

On a unanimous motion made by Michelle Hernandez, with a second from Susan Slovic, the Board of Trustees voted to adjourn the meeting at 9:09pm.

Minutes submitted by: Beth Bechtel, Secretary