

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
October 30, 2012**

Meeting called to order at: 7: 02 PM by President Larry Rogers

Present: Staff—Karen DeAngelo, Library Director; Charlton Representative – Councilman Robert Lippiello; Trustees—Beth Bechtel, Jean Clancy Botta, Lawrence Rogers, Sharon Rouis, Thomas Shaginaw, Barbara Wilson and Steve Zarelli.

Board Minutes: On a motion made by Jean Clancy Botta, with a second from Steve Zarelli, the Board of Trustees approved the Minutes of the September 26, 2012 meeting.

Monthly Statements: The Trustees reviewed the September 2012 financial statements and found them to be on target with the budget for this point in the year. Ms. DeAngelo noted that audio books are a popular item and she may use some monies budgeted for adult books toward audio books, but total materials budget will not be impacted.

Approval of Bills: The October 2012 bills which were reviewed and signed by Beth Bechtel were unanimously approved on by a motion made by Barbara Wilson with a second from Tom Shaginaw.

Librarians' Reports: Karen DeAngelo, Library Director: Ms. DeAngelo reported on the recent caulking repairs to the roof. Three out of six thermostats are also going to be replaced. Some of the library staff members have noted some technical difficulties with the computers. A technician from the Southern Adirondack Library System (SALS) made a visit to the library to troubleshoot these issues. He did not find an immediate solution, but will be back soon to continue working on the computers.

Ms. DeAngelo reported on the recent decision of the Friends of the Library to not hold a fall book sale this year. The Library staff, Friends of the Library and Board of Trustees would like to thank Fred Marx for the five years of service that he has graciously provided in transporting and sorting books for previous book sales. The spring book sale and raffle will likely be held at the library and use of the Community Room will be needed for a period of approximately two weeks for preparation, sale and clean-up.

Ms. Kelly Shaginaw has resigned as a library clerk, but has expressed interest in providing support as a library clerk substitute as needed. A staff meeting is scheduled for November 19, 2012 to discuss current staff hours and how to reallocate the hours from Ms. Shaginaw's schedule.

Rebecca Darling, Youth Services Librarian: Ms. DeAngelo reported in Ms. Darling's absence that Theresa Brenon has been hired for the youth services clerk position. On a unanimous motion made by Jean Clancy Botta and seconded by Sharon Rouis, Ms. Brenon's appointment was approved.

Reports of Committees:

Long Range Committee: The Town of Ballston Community Library Community Survey was reviewed by all in session and several suggestions were made and accepted for revision. This survey was developed using feedback from previously held focus groups facilitated by Libby Post from Communication Services. This survey will be available to community members and library patrons to further develop long term planning goals and plans for the library. Questions include information regarding patrons' opinions of library services, level of satisfaction and suggestions for continued improvement. Ms. DeAngelo will contact Ms. Post for additional input and suggestions before finalizing the survey.

Unfinished Business:

Benevolence Fund: Ms. Bechtel attended the October meeting of the Friends of the Library as a liaison for the Board of Trustees. The possibility of setting up a Friends Benevolence or Sunshine fund with input from the Board of Trustees was discussed. The Board of Trustees would send their portion of the book sales to the Friends to help support their benevolence fund. Further information gathering and discussion are needed for a final decision to be made. Beth Bechtel will continue to act as a liaison between the Trustees and the Friends of the Library.

Budget Update: Town of Ballston Board Member Tim Szczepaniak sent a recent email to those in attendance that the Town of Ballston is working diligently to seek and assure proper funding to exceed the tax cap, as requested for the Library budget. The Board of Trustees seeks the approval of the Town of Ballston for their current budget proposal. Both the Town of Ballston and the Town of Charlton recommended that Ms. DeAngelo not attend their meetings to present on the budget. These Town Boards states that they had all the information they currently needed for their decision making process, including our proposed budget and a letter from Mr. Larry Rogers outlining the budget making decisions. Ms. DeAngelo and the Trustees will wait for the Town of Charlton and the Town of Ballston to inform us about their budget making decisions.

A discussion was held about how Library building repairs and maintenance are currently addressed and budgeted. Several potential repairs may arise in the coming years, including roof repairs and outdoor or sidewalk improvements. The Board discussed fiduciary concerns for the coming years with regard to budget constraints and necessary building repairs.

Mr. Robert Lippiello shared information from the Town of Charlton's meeting last night. The Town of Charlton will hold a budget vote on November 13, 2012. There are currently no plans to increase the Town of Charlton's financial contribution to the Town of Ballston Library.

New Business

Reimbursement for Trustees Day at NYLA: On a unanimous motion made by Larry Rogers and seconded by Jean Clancy Botta , twenty-five dollars were allocated to allow Beth Bechtel to attend Trustee's Day at NYLA on November 10, 2012.

Next meeting date: The next meeting will be Wednesday, November 28, 2012.

2013 Holiday Schedule: Ms. DeAngelo presented the holiday dates for 2013. On a unanimous motion made by Barbara Wilson and seconded by Sharon Rouis, the 2013 holiday dates for library closing were approved.

The meeting was adjourned at 8:15 by Larry Rogers with a second by Beth Bechtel.

On a unanimous motion made by Jean Clancy Botta and seconded by Barbara Wilson, the Board of Trustees went into Executive Session to discuss personnel issues. The topic of Library program attendance and current circulation numbers was also briefly discussed. Executive Session was adjourned at 8:26 by Larry Rogers with a second by Beth Bechtel.

Minutes submitted by: Beth Bechtel, Secretary.