

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
October 30, 2014**

Meeting called to order at: 7:03pm by President Steve Zarelli

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

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

Town of Ballston Representative – John Antoski

Community Members – Jacob Doepel and Mr. Doepel

Board Minutes: On a unanimous motion made by Susan Tomlinson, with a second from Cathy Hayden, the Board of Trustees approved the minutes of the September 24, 2014 Board of Trustees meeting as amended as follows: The sign policy should read “*sale of goods and services*” and the staff development date and all dates listed in the approved library holiday schedule are in *2015*.

Report of Special Funds: Account funds for October 2014 were reviewed and found to be accurate. Program costs for Mary Sanders Shartle for the Ballston Lake Gathering of Elders and payment for a plaque for Senator Farley in appreciation of his support for the library were noted. Both were made possible thanks to the generous support from the Frederick Baum Fund.

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

Approval of Bills: The October bills which were reviewed and signed by Tom Shaginaw were unanimously approved on by a motion made by Michelle Hernandez, with a second from Susan Slovic.

Librarians’ Reports:

Karen DeAngelo, Library Director: An iPad was stolen from the children’s room on October 18, 2014. The individual was identified using surveillance tapes, was arrested and charged with theft. The iPad is currently in the Saratoga County Sheriff’s Office’s evidence locker and will be returned to the library.

Judy Kaplan Day will be celebrated in the community room on November 1, 2014 from 10am-12:30pm. This celebration will be held in honor of Judy’s 25 years of dedicated service to the library.

Rebecca Darling, Youth Services: Ms. Darling gave a detailed presentation about a proposed picture book rearrangement birth to age 5 by subject, including fiction and non-fiction. The categories would include fairy tales, concepts, growing up, holidays and celebrations, transportation, favorites, nature, rhymes and songs. Categories will be organized by colored labels. The Town of Ballston Library would be the first library in the SALS system to implement this system. Ms. Darling presented proposed plans for new furniture, shelving and signage in order to reorganize the children’s room for this project and for

overall improvements for youth programming. Ms. Darling will purchase shelving and signs using available library funds and will present a request to the Friends of the Library for seating furniture.

Unfinished Business:

Conflict of Interest Policy: Town of Ballston attorney, Jim Walsh, plans to review the Conflict of Interest Policy for the library and may recommend that the policy is adopted for all Town of Ballston employees.

Petty Cash and Petty Cash on Hand Policy: These policies will be reviewed and finalized at the next scheduled Library Board of Trustees meeting on Wednesday, December 3, 2014.

Construction Project: Ms. DeAngelo, Rebecca Darling and Judy Kaplan met with architect Lisa Hayes to discuss a plan for the approved library construction project. Construction is expected to take approximately three months, beginning in August after the summer reading program is completed. A discussion took place regarding the use of the community room for events, such as Election Day, during construction. Given the current time frame estimate, the community room should be available by Election Day 2015. A portion of the community room should be available even if construction is still underway.

New Business

Eagle Scout project: Jake Doepel, an Eagle Scout candidate, presented his detailed plans for a library project. This project includes the installation of a raised floor in the outdoor storage closet and a new cement path to this closet. He plans to request monetary assistance from the Friends of the Library and/or fundraising efforts on the part of his troop to cover the costs of the project. On a unanimous motion made by Tom Shaginaw with a second from Michelle Hernandez, the Board voted to approve Jake's plans as presented.

Holidays: On a unanimous motion made by Cathy Hayden, with a second from Beth Bechtel, the Board voted to approve a 2pm closing on the following three holiday dates: November 26, 2014, December 24, 2014 and December 31, 2014.

SALS Technology Grant: Ms. DeAngelo outlined the grant application for the SALS Technology Grant. Funds from this grant would allow for purchases of iPads, carrying cases, charges and technology classes. Matching funds would come from the funds secured with assistance from Senator Farley. Ms. DeAngelo also plans to present a request to the Friends of the Library to cover all required matching funds.

SALS \$5,000 Construction Grant: Ms. DeAngelo will research information and pricing for two additional security motion cameras. These would be placed at the top of each stairway, as suggested by law enforcement after the recent iPad theft at the library.

Budget Adjustment to Repairs to Building Fund: Ms. DeAngelo made a request to move the funds from the insurance company reimbursement check to the Repairs to Building Fund budget line. On a unanimous motion made by Tom Shaginaw, with a second from Susan Tomlinson the Board voted to

approve accepting the insurance reimbursement in the amount \$9,926.03 from its current location in the cash account and placing it in the Repairs to Building Fund.

Meeting with Town of Ballston: Tom Shaginaw and Karen DeAngelo met with Town of Ballston Board members to discuss the library's cash account. Tom Shaginaw requested that all data regarding this account be shared with the Library Board of Trustees and Director.

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

Minutes submitted by: Beth Bechtel, Secretary