

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
September 26, 2012**

**Meeting called to order at:** 7: 05 PM by President Larry Rogers

**Present:** Staff—Karen DeAngelo, Library Director; Rebecca Darling, Youth Services Librarian; Trustees—Beth Bechtel, Jean Clancy Botta, Lawrence Rogers, Sharon Rouis, Thomas Shaginaw, Barbara Wilson and Steve Zarelli.

**Board Minutes:** On a motion made by Steve Zarelli, with a second from Barbara Wilson, the Board of Trustees approved the Minutes of the August 29, 2012 meeting and special September 18, 2012 budgetary meeting as amended. One change was made to the September 18, 2012 minutes as reflected in the following statement: On an unanimous motion made by Steve Zarelli with a second by Tom Shaginaw, it was decided that the Board of Trustees can not commit to a 50 percent share on construction costs *at this time* for the New York State Public Library grant due to budgetary constraints.

**Report of Special Funds:** Ms. DeAngelo noted that there was a written change made in the Baum Fund to reflect the current accurate amount. She had noted a balancing error in August and it was resolved.

**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. It was noted that expenditures for books and E-books are typically greater in September because as this is a popular month for new publishing releases. Mr. Rogers requested that Ms. DeAngelo gather information about the expected payment dates for retirement, disability, and medical and building insurance to include for budgeting purposes.

**Approval of Bills:** The September 2012 bills which were reviewed and signed by Jean Clancy Botta were unanimously approved on by a motion made by Jean Clancy Botta and seconded by Beth Bechtel.

**Librarians' Reports:** Karen DeAngelo, Library Director: Ms. DeAngelo attended a Digital Literacy Train the Trainer Workshop at the Crandall Public Library. She reported on upcoming programs, including "Hiking the Continental Divide Trail" on Wednesday, October 17<sup>th</sup> from 6:30-8:30 PM.

The Library's electrician, Ken Deming, recently repaired the emergency light in the stairwell and the ballasts and replaced approximately 40 light bulbs. Mr. Deming also plans to replace several other lights, including the flagpole light. Karen DeAngelo met with representatives from National Grid regarding the LED light bulbs that the Library has been testing on a trial basis. Ms. DeAngelo, with feedback from staff members and support from the Trustees, will not pursue the use of LED lights on a permanent basis at the Library at this time. The Library appreciates the generosity and assistance of Otward Mueller, PhD for the trial basis of the LED lights, but does not feel that they fit the needs of the Library at this time.

Rebecca Darling, Youth Services Librarian: Ms. Darling will be leading a “Where’s Waldo?” program for 1<sup>st</sup> and 2<sup>nd</sup> graders at Charlton Heights Elementary school next week. She will also be leading an O’Rourke Middle School literacy program with librarian Alison Cuyler.

There were ten applicants for the Youth Services Clerk position and the interview process is currently underway. Ms. Darling reported that she hopes to have the newly hired staff member for this position begin in early October.

### **New Business**

Ms. Bechtel attended the September 4, 2012 Friends of the Library meeting. She will continue to attend Friends’ meetings as a liaison between the Board of Trustees and the Friends of the Library to provide a support for communication between these two entities. Different options for book sale funds were discussed, including the concept of a benevolence or “Sunshine” fund. There were not enough Friends Board members in attendance for a quorum, so no decisions were formally made. Ms. Bechtel plans on attending the October Friends of the Library meeting.

### **Reports of Committees:**

Long Range Committee: Mr. Zarelli reported that he has been in contact with Libby Post from Communication Services. Ms. Post is in the process of composing a list of survey questions to gather additional information for long range planning purposes. Mr. Zarelli and Ms. DeAngelo will also compose a list of survey questions to compile with those gathered from Communication Services. The information garnered from these questions will help to provide additional research for long range planning of the Library.

### **Unfinished Business:**

Construction Grant: Ms. DeAngelo reported that she had discussed plans to discontinue the New York State Public Library construction grant with Town of Ballston Supervisor Patti Southworth due to budgetary constraints at this time. Ms. DeAngelo stated that Ms. Southworth would like to try and assist the Library with continuing plans for the grant. Concerns were expressed regarding the uncertainty of necessary funds if such a grant was awarded. On a motion made by Jean Clancy Botta, which was seconded by Barbara Wilson, the Trustees voted unanimously that the Library will not proceed with the New York State Public Library construction grant until we have more confidence in the availability of funding provided.

2013 Budget Discussion: Mr. Rogers shared an email from Town of Ballston Board Member Tim Szczepaniak that was addressed to all Library Board of Trustees and Ms. DeAngelo. Mr. Szczepaniak’s email expressed appreciation for efforts put forth in budget planning, but stated that the Library’s request for a 2.9 percent increase will be an issue. A discussion ensued regarding the Library’s budget proposal for 2013 and the Library’s budgetary relationship with the Town of Ballston. It was reiterated that the Board feels it is financially prudent to retain a fund balance. The Board respectfully will continue with our proposed budget plans, including a request for a 2.9 percent increase.

Ms. DeAngelo discussed the issue of staff scheduling as it pertains to the budget. Mr. Rogers requested that Ms. DeAngelo review current staff hours to ensure that staff are appropriately scheduled for budgeting purposes.

The meeting was adjourned at 8:20 by Larry Rogers with a second by Steve Zarelli.

**Minutes submitted by:** Beth Bechtel, Secretary.