

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
September 24, 2014**

Meeting called to order at: 7:04 by President Steve Zarelli

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

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

Town of Ballston Representative – John Antoski

Town of Charlton Representative – Robert Lippiello

Board Minutes: On a unanimous motion made by Michelle Hernandez, with a second from Susan Slovic, the Board of Trustees approved the minutes of the August 27, 2014 Board of Trustees meeting.

Report of Special Funds: Account funds for September 2014 were reviewed and found to be accurate with no deposits or withdrawals made in the past month.

Monthly Financial Statements: Financial statements for September 2014 were reviewed and found to be largely on target for this point in the fiscal year. The library is waiting to receive insurance reimbursement for the building repairs necessary due to the bathroom flooding.

Approval of Bills: The September bills which were reviewed and signed by Michelle Hernandez were unanimously approved on by a motion made by Beth Bechtel, with a second from Susan Tomlinson.

Librarians' Reports:

Karen DeAngelo, Library Director: Ms. DeAngelo reviewed the staff payroll system for the Board of Trustees.

An Eagle Scout has expressed interest in completing a project for the library. Ms. DeAngelo has provided him with suggestions for an appropriate project for library improvement.

The new sound system and projector have been installed and placed in the community room. This was funded through a Special Legislative Grant from Senator Farley and will be used by both staff and community groups using the community room.

Rebecca Darling, Youth Services: Ms. Darling and Ms. DeAngelo will visit the Johnstown Public Library to see Picture Book City, a theme organization of picture books that mixes nonfiction and fiction. Ms. Darling reported that she may implement this system of organization for some of the children's books and is gathering more information before making this decision.

Fall Session 1 has been very busy. Both sessions of Baby Bookworms are full and Preschool Story Time is almost full. There has been good attendance at all of the fall youth programs, including all three new book clubs.

Unfinished Business:

Budget/letter from Charlton: Mr. Lippiello reported that he did not have any confirmed information from the Town of Charlton regarding their potential contribution to the library for the next fiscal year.

Sign Policy: Ms. DeAngelo presented the new sign policy, which was previously reviewed by the policy committee. The new sign policy was unanimously approved on a motion made by Susan Slovic, with a second from Michelle Hernandez to read as follows:

- The purpose of the library's digital sign is to promote library programs and services and for emergency notifications as determined by the library director or designated person in charge.
- In the interest of being good neighbors, the sign will turn on at 7am and off at 9pm.
- The sign is not available for the promotion of outside groups, private businesses or for the same of goods and services.

Conflict of Interest Policy: Ms. DeAngelo presented a revised conflict of interest policy which includes all mandated clauses. John Antoski will bring this policy to the Town of Ballston attorney and the Town of Ballston Board for review and feedback before an official Library Board vote.

Sign Dedication to Senator Farley: Senator Farley will visit the library on October 7, 2014 at 3pm for a sign dedication and an opportunity for the library to express gratitude for his support of the library. The Friends of the Library has graciously allotted funds to purchase dedication signs. One sign will be placed in the library and another will be presented to Senator Farley.

Judy Kaplan Day: Judy Kaplan Day will be held on Saturday, November 1, 2014 from 10am-12:30pm. This open house format will honor and celebrate Judy Kaplan's 25 year anniversary at the library.

Construction Grant Decision: The library was awarded a NYS Construction Grant for \$132,364, leaving \$126,148 to be covered by the library. This grant would cover construction recommended by the architectural firm to address acoustic concerns, front desk area, staff areas and other areas of improvement. These plans were developed using information gathered from patron surveys and community, staff and trustee focus groups and incorporate improvements to address primary concerns or complaints expressed. On a motion made by Michelle Hernandez, with a second from Susan Tomlinson, the board voted to approve pursuing participation in the NYS Construction grant and request funds from the Town of Ballston in the amount of \$126,148 to match the grant if the library receives verbal and/or written verification from the Town of Ballston bookkeeper and/or supervisor on or before September 25, 2014 stating that the library has a minimum cash account of \$180,000. A quorum of at least four votes for this motion was met with five trustees voting aye. Cathy Hayden voted nay in this motion. Tom Shaginaw was not in session.

New Business

Temporary Sign Policy: The library received a request from Community Human Services (CHS) to place a sign about a craft fair on the library front lawn in October. The Town of Ballston supports CHS and for this reason, Ms. DeAngelo will give permission for CHS to place this sign.

Approve 2015 Holiday Schedule: On a unanimous motion made by Cathy Hayden, with a second by Susan Tomlinson, the board voted to approve the 2015 Holiday Schedule as presented by Karen DeAngelo. The schedule was amended to change the closing time from 3pm to 2pm on November 25, 2014, December 24, 2014 and December 31, 2015.

Staff Development Day: A staff development day will be held on Monday, January 19, 2014.

Petty Cash and Petty Cash on Hand Policy: These policies will be reviewed and voted on at the October Board of Trustees meeting.

On a unanimous motion made by Susan Slovic, with a second from Beth Bechtel, the Board of Trustees voted to adjourn the meeting at 9:06pm.

Minutes submitted by: Beth Bechtel, Secretary