

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
February 25, 2015**

Meeting called to order at: 7:05 pm by President Steve Zarelli

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

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

Town of Ballston representative – John Antoski

Butler, Rowland, Mayes Architects representative— Lisa Hayes; architect

Board Minutes: On a unanimous motion made by Michelle Hernandez, with a second from Susan Slovic, the Board of Trustees approved the amended minutes of the January 28, 2015 Board of Trustees meeting. The following corrections were made:

- Under the new business item Floating Holiday, the minutes were corrected to read, “Town of Ballston employees currently receive one floating holiday per *year*.”
- Under the new business item Library Director’s request to bring 2 vacation days over from 2014 to 2015, the minutes were amended to include the reasons that Library Director Karen DeAngelo did not use two of her previously scheduled 2014 vacation days. On one occasion, she worked to provide coverage at the library during a scheduled staff member’s emergency. On another occasion, Ms. DeAngelo did not use a previously scheduled vacation day so that she could provide assistance in the reorganization and rearrangement of the children’s room. For these reasons, the Board of Trustees deemed it acceptable that Ms. DeAngelo should be permitted to carry two vacation days over into 2015.
- The time for the executive session ending and the meeting adjournment was 8:55 pm.

Report of Special Funds: Special funds for February were reviewed. It was noted that funds for the Board of Trustees and staff “Meet and Greet” breakfast were withdrawn from the trustee’s account.

Monthly Financial Statements: Financial statements for February 2015 were reviewed. Ms. DeAngelo explained that the Operating and Maintenance Contracts line appears overdrawn on the written budget because the architectural firm of Butler, Rowland and Mayes received a payment from the library and the construction grant funds have not yet been transferred into the budget line. A discussion was held regarding how to manage the construction project costs as they relate to the operating library budget. Ms. DeAngelo will contact SALS to receive input on how to best outline the construction costs within, or separate from, the budget line. She will also request information from SALS regarding construction spending tracking and which expenditures can be covered by grant money.

Approval of Bills: The February bills which were reviewed and signed by Michelle Hernandez were unanimously approved on by the Board of Trustees on a motion made by Tom Shaginaw, with a second from Beth Bechtel.

Librarians' Reports:

Karen DeAngelo, Library Director:

The Town of Ballston has requested Ms. DeAngelo, as the Library Director, attend the Town's monthly agenda meeting. Ms. DeAngelo attended the agenda meeting on February 24, 2015. Ms. DeAngelo mentioned to Town of Ballston liaison John Antoski that if possible, she would like to receive library-related questions prior to each agenda meeting for planning purposes and to prepare answers with all relevant information. At the February 24, 2015 agenda meeting, Ms. DeAngelo answered questions regarding the SALS construction grant, the planned construction process, and library protocol for weather related delayed openings or closings. Each month, the town's agenda meeting is held the evening before the library board meeting. Ms. DeAngelo will wait to report on any decisions under consideration until the Board of Trustees has voted on any necessary decisions.

The Friends of the Library will have received approximately \$800.00 from their indoor mini-golf event once all promised donations are submitted.

After a staff member's library and house keys were misplaced by a towing company, the decision was made to rekey the library for security purposes. The staff member's insurance policy will pay for this task in full.

Ms. Darling asked John Antoski if he would gather and provide information pertaining to the Town of Ballston bereavement policy for town employees.

Youth Services:

Ms. Darling presented on the library's children's room reorganization at a recent SALS Summer Reading meeting. Representatives from several other libraries are interested in visiting the Town of Ballston Community library to tour the newly organized children's room.

Ms. Darling provided comparison information on the total circulation by collection. Circulation totals were compared from January 2014 and January 2015. Circulation had increased significantly in most categories. JP Fiction (picture books, fiction and non-fiction) increased by 22%, J Fiction (chapter books) increased by 22%, J Non-fiction increased by 12%, Audiobooks increased by 30% and JE Fiction (beginner chapter books) decreased by 18%.

In the month of March, the library will offer a weekly LEGO Robotics Club in addition to regularly scheduled book clubs and preschool programs. Youth Services will lead a weekly enrichment club at Stevens Elementary school in March and host a PARP (Parents as Reading Partners) event for Charlton Heights Elementary on March 20, 2015.

Ms. Darling attended a recent training on sustainable thinking and gathered information on how the library can best serve the community by improving environmental considerations and become more “green” or environmentally friendly.

Reports of Committees:

Construction Committee: Tom Shaginaw created a working document with information and questions to gather necessary information pertaining to the construction project. These questions include topics such as the construction time frame, signage, and moving and storing furniture during the construction process. Mr. Shaginaw contacted the Saratoga Springs Library Board of Trustees to request advice on a trustee’s role in the construction process. The construction committee will meet with the architectural firm representatives during committee meetings.

Mr. Shaginaw also reached out to Town of Ballston representative Bill Goslin to request clarification on the total balance in the library’s cash account and is awaiting his reply. Mr. Antoski will also inquire to the Town of Ballston about the library cash account information.

Architect Lisa Hayes stated that on the architectural firm’s last five projects, their clients have not hired a Clerk of the Works. The construction committee will assess the cost and the need for a Clerk of the Works for the planned library construction project and determine if this position will be filled. The next construction committee meeting will be held on March 9, 2015 at 6:30pm. Ms. Hayes will also set up a meeting with Ms. DeAngelo to discuss furniture selections and other layout considerations.

Unfinished Business:

Conflict of Interest Policy: This policy was reviewed and discussed. As it is necessary for the library to have a Conflict of Interest policy, the Board of Trustees put the policy to a vote. On a unanimous vote, the Board of Trustees approved a Conflict of Interest policy on a motion made by Beth Bechtel with a second made by Michelle Hernandez. Ms. DeAngelo will ensure that all staff and trustees sign this approved policy. The policy will be submitted in the library’s policy manual. If Town Attorney Jim Walsh has suggestions for policy changes upon review, the Board of Trustees will consider policy amendments.

Petty Cash and Petty Cash on Hand Policy: This policy was reviewed and discussed. Ms. Hayden inquired about the statement of “cash/check purchases” and Ms. DeAngelo provided an explanation, defining this term as it pertains to the petty cash process within the library. These “cash/check” items are those that are not in the operating budget line and would need to be covered by petty cash. On a unanimous vote, the Board of Trustees voted to approve the Petty Cash and Petty Cash on Hand policy on a motion made by Cathy Hayden with a second from Susan Slovic. This policy will be submitted in the library’s policy manual.

SALS Grants/Security Camera installation/Technology Grant updates: Received money for SALS Grants and security cameras have been installed. The iPads have been ordered and Ms. DeAngelo reported on this to the Town of Ballston.

New Business

Approval of NYS Annual Report: This report serves as a census form for libraries. The Board of Trustees reviewed the report and submitted changes as necessary for Library Board appointment dates and mailing and email addresses. On a unanimous motion made by Tom Shaginaw, with a second from Michelle Hernandez, the Board of Trustees voted to accept the Town of Ballston Community Library's NYS annual report as corrected to reflect corrected address and appointment dates.

Budget Adjustment – SALS Grant Money received: On a unanimous motion made by Beth Bechtel, with a second from Susan Slovic, the Board of Trustees voted to accept \$9,849.00 for the SALS Construction grant and place \$5000.00 into Library Equipment budget line and \$4,849.00 to Repairs to Building budget line.

Accept Donation from Ballston Spa National Bank: Susan Slovic presented the Town of Ballston Community Library with a \$250.00 donation from Ballston Spa National Bank in recognition of the library's efforts and importance within the community. Ms. DeAngelo will write a thank you note to Ballston Spa National Bank to express gratitude for this generous contribution to the library.

On a unanimous motion made by Tom Shaginaw, with a second from Cathy Hayden, the Board of Trustees voted to adjourn the public session of the meeting and enter executive session to discuss the director's evaluation at 8:24 pm. On a unanimous motion made by Cathy Hayden, with a second from Susan Slovic, the Board of Trustees voted to exit executive session. On a unanimous motion made by Cathy Hayden, with a second from Michelle Hernandez, the Board of Trustees voted to adjourn the meeting at 9:08pm.

Minutes submitted by: Beth Bechtel, Secretary