

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

**Meeting called to order at:** 7:04 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

Town of Charlton representative – Robert Lippiello

**Board Minutes:** On a unanimous motion made by Cathy Hayden, with a second from Tom Shaginaw, the Board of Trustees approved the amended minutes of the February 25, 2015 Board of Trustees meeting. The following corrections were made:

- In Construction Committee: “Mr. Shaginaw contacted the Saratoga Springs Library Board of Trustees . . .” now reads, “Ms. DeAngelo contacted the Saratoga Springs Library Board of Trustees to request advice on a trustee’s role in the construction process and Mr. Shaginaw will make a follow up contact.”
- In Director’s Report: “Each month, the town’s agenda meeting is held the evening before the library board meeting” now reads, “The town’s agenda meeting is held on the last Tuesday of each month.”
- “Petty Cash on Cand” was corrected to “Petty Cash on Hand”

**Report of Special Funds:** Special funds for March 2015 were reviewed by all in attendance and found to be accurate.

**Monthly Financial Statements:** Financial statements for March 2015 were reviewed and found to be in range for this point in the fiscal year. Ms. DeAngelo noted that she plans to separate the library budget and the budget for the upcoming construction project for greater clarity.

**Approval of Bills:** The March 2015 bills which were reviewed and signed by Susan Slovic were unanimously approved on by the Board of Trustees on a motion made by Beth Bechtel, with a second from Susan Tomlinson. Of special note, Ms. Slovic pointed out the payment to the architects.

**Librarians’ Reports:**

Karen DeAngelo, Library Director:

The Town of Charlton financial contribution to the library was recently received.

The library has been completely rekeyed following an incident in which a staff member’s house and library keys went missing after she had her car towed. The staff member’s insurance policy paid for the rekey procedure in full.

The women's room toilet has had some issues with overfilling. Ms. DeAngelo plans to contact Duell Plumbing for an inspection if it continues to be an issue. Ms. DeAngelo will contact Joe Whalen to determine if the septic system is due to be emptied.

A new workplace violence policy was recently issued by the Town of Ballston. Library staff have all received a copy of it. Ms. DeAngelo completed a workplace violence assessment about the library. Mr. Shaginaw asked if there was a safety policy in place if, for example, someone demanded the money behind the desk. Ms. DeAngelo stated that she will discuss this type of potential incident with staff and review protocol. One requirement under this workplace violence policy is that the Town of Ballston run a staff training session. Ms. DeAngelo will attend the trainers' workshop so that she can best assist with providing information and training for the library staff.

A current library policy states that library rules for volunteers be posted outside the director's office. Ms. DeAngelo proposed that this policy is revised or omitted. Alternatives to this policy were discussed, such as providing volunteers with a summary of expectations and applicable library rules. Ms. DeAngelo will consider alternatives and discuss further with the Policy Committee.

A discussion was held regarding the library's role in missing child alerts. Ms. DeAngelo currently receives emails from Code Adam, a missing child alert system. She will also consider additional training for staff on protocol in the event of a missing child alert. The library's digital sign could also be utilized to assist in law enforcement efforts.

Given the discussions regarding library security, it was recommended that Ms. DeAngelo request an emergency exit window in her new office under the construction plan.

A patron inquired about lighting in the stairwells. After a safety inspection was completed, the patron was contacted and assured that the library has lighting in all stairwells.

Mr. Zarelli mentioned that he noticed the close proximity of the digital sign to the closest parking spots. Several suggestions were made, including installation of posts or curbs. Ms. DeAngelo will contact the insurance company to inquire about the library's insurance policy in the event of an accident involving the sign. She will also contact and seek the input and suggestions of Joe Whalen at the Town of Ballston.

#### Youth Services:

Ms. Darling met with Suzanne Rayome and Allison Cuyler from the BH-BL School system to discuss both the library and the school Summer Reading programs. The possibility of merging both programs for community members was discussed. This proposal will be examined further.

Youth Services is partnering with the Glenville YMCA under the Family Literacy Grant during Summer Reading to put on a show by the Puppet People. Youth Services held a Library Card Drive at Charlton Heights Elementary school and 22 children received new library cards. There were 108 participants for a Read-In event with Charlton Heights as part of Parents as Reading Partners. Youth Services led a

weekly enrichment club at Stevens Elementary school during the month of March and has been in contact with the Glenville YMCA about visiting the preschool at their location.

### **Reports of Committees:**

Construction Committee: The construction committee met on March 10, 2015. All known and potential costs related to the construction project need to be addressed in further discussions with this committee, the Library Board of Trustees and the Town of Ballston. Another construction committee meeting will be scheduled during April 2015. Ms. DeAngelo, Ms. Deborah Fiedler, Ms. Darling and Mr. Shaginaw visited Accent Furniture in Albany with architect Lisa Hayes to review options. Kali Angel from Accent Furniture visited the library on March 24, 2015 to get a better sense of the library's space and furniture needs.

Mr. Lippiello inquired about the architect's level of involvement during construction and the possibility of hiring a Clerk of the Works. He stated that the Town of Charlton did use a Clerk of the Works for their town hall construction. A discussion was held regarding how the library construction project would best be handled and overseen. This will be further discussed and explored as construction plans continue. Ms. DeAngelo will attend the Town of Ballston agenda meeting on March 31, 2015 with representatives from the Board of Trustees and provide an outline of the construction project for the Town of Ballston Board members.

Ms. Hayden inquired about the NYS Construction Grant letter which has not yet arrived and asked if the library can continue with plans to put the planned construction work out for bids. Ms. DeAngelo and Mr. Shaginaw indicated that additional measures, such as contacting the Town of Ballston attorney and SALS representatives, can be made to ensure that the library can receive bids in an appropriate and timely manner.

### **Unfinished Business:**

SALS Grants/Security Camera Installation/Technology Grant: The iPads for the Ballston Senior Connection initiative arrived at SALS, but will need to be reordered because they had clearly been repackaged at some point. Ms. DeAngelo will work with Sarah McFadden from the Cornell Cooperative Extension and Jason Thomson at SALS to ensure that the iPads are delivered and configured for use in the Ballston Senior Connection initiative.

### **New Business**

Judy Kaplan's Retirement/proposed new position: Ms. DeAngelo is developing a tailored job description for a Librarian II position, which will encompass head of circulation systems. This position is being considered because of the planned retirement of the library's current Head Clerk, Judy Kaplan, on September 1, 2015. Once completed, the Librarian II job description needs approval from the library Board of Trustees and the Town of Ballston Board. Ms. DeAngelo will meet with the Personnel Committee to review this description and plans to present a proposed description at the April 2015 Board of Trustees meeting.

Vote on recommending reappointing Cathy Hayden to Library Board of Trustees: On a unanimous motion made by Susan Tomlinson with a second from Steve Zarelli, the Board of Trustees voted to approve Cathy Hayden for a five-year term to the Board of Trustees.

On a unanimous motion made by Michele Hernandez, with a second from Susan Slovic, the Board of Trustees voted to adjourn the public session of the meeting and enter executive session to discuss the director's evaluation at 8:16 pm. On a unanimous motion made by Susan Tomlinson, with a second from Cathy Hayden, the Board of Trustees voted to exit executive session at 9:08pm. 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