

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
October 27, 2010**

**Meeting called to order at:** 7:00 PM by President Sharon Rouis.

**Present:** Staff--Karen DeAngelo, Director; Rebecca Darling, Youth Services Librarian; Stef Leshner, Computer Specialist; and Maryann Haskell, Computer Instructor; Jonathan Fuller, Library Science Graduate Student/Intern. Trustees--Jean Clancy Botta, Keith Fieldhouse, Sonja Olson, Lawrence Rogers, Sharon Rouis, Tom Schottman and Barbara Wilson. Town Representative—Patti Southworth, Ballston Town Supervisor.

**Board Minutes:** Minutes of the September 29, 2010 were approved on a motion made by Jean Clancy Botta and a second by Tom Schottman.

**Report of Special Funds:** The Trustees reviewed account balances. Karen DeAngelo is working with the staff at Ballston Spa National Bank to resolve the matter of a minimal withholding fee being charged to our account. She filled out a new W-9 form; the bank is investigating our tax exempt status.

**Monthly Statements:** The Trustees reviewed the October 2010 financial statement. The transfer of \$520 from the Grant line to Programming was approved on a motion made by Sonja Olson with a second from Barb Wilson. It is expected that there will be funds remaining in Fuel and Utilities at year-end. Ms. Darling reported that most of the Target grant will not be spent until February, which will be within the next fiscal year; it was suggested by Town Supervisor Southworth that these funds could be encumbered at the end of 2010 for use in 2011.

**Reports of Committees:** The Personnel Committee has been meeting to review board members' input on the director's annual evaluation and to finalize this document. Other personnel matters have also been discussed.

The Policy Committee presented a revision of "Section G 1. Special Regulations (P2700)," pertaining to pets in the library. On a motion made by Larry Rogers, with a second by Keith Fieldhouse, the following policy revision was accepted by the Board of Trustees: "Service animals are welcome in the library. No other animals of any kind are permitted, unless part of a library-sponsored program." On this topic, the Director reported that the patron who brings her parrot to the library asserts that the bird is a service animal.

**Approval of Bills:** The monthly bills were approved by the Board of Trustees on a motion by Sonja Olson with a second by Keith Fieldhouse.

**Director's Report:**

**Karen DeAngelo, Library Director:** SUNYA Library Science intern Jon Fuller was introduced by the Director. He briefly described his internship assignment of organizing the library's historical materials. He and the staff expect to digitize some letters found in manuscripts in the collection.

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Due to a leak above the upstairs closet, the roof flashing was repaired by Simon Roofing. It appears there will be enough money in the budget to have the bathrooms painted. An estimate of \$675 from Kyle Shernhofer is under consideration. The thermostat in the front entry has been tampered with again; Bridget Crouch made a minor repair, but a locking mechanism may have to be installed to thwart continued abuse.

Two programs on financial planning are scheduled for November. Paul Post, *Saratogian* reporter, and author of the new book, Soldiers of Saratoga County, will present a program and have a book signing on December 9th at 7PM.

The Boy Scouts assisted Town in Bloom with fall clean-up. Their efforts are much appreciated.

The New York Library Association is holding its annual conference in Saratoga Springs in early November. In addition to the Director and Youth Services Librarian, several Friends of the Library, and Trustees Barbara Wilson and Jean Clancy Botta plan to attend some of the training sessions.

Several clerical staff members will attend a library safety and security workshop in Saratoga Springs.

The Friends of the Library Book Sale will be held on November 11<sup>th</sup> (4-8PM), November 12<sup>th</sup> (10AM-5PM), and November 13<sup>th</sup> (10AM-1PM). The Friends will appreciate any offers of assistance with the sale.

The library will be closed on November 11, 25 and 26.

Rebecca Darling, Youth Services Librarian:

The *Price Chopper Kids Cooking Class* is returning to make "Holiday Treats" on October 30<sup>th</sup>. This is a free program.

Strong attendance was reported at *Music with Miss Mona* and *Preschool Story Time* programs during September, but overall numbers are lower than last year's. A brief discussion ensued with several Trustees positing that demographics may be the cause, as there has been a reported decline in school enrollments locally.

Deborah Roberts-Dalamer and Rebecca Darling are administering the Target Grant (\$2000), *Story Quilting*. Ms. Darling was pleased to report that they have hired Teresa Bashant as the Story Quilting Facilitator; she is regarded as an expert in this type of programming.

*Mother Goose on the Loose Training* was attended by Ms. Darling, who said she will be integrating some of the ideas learned into existing preschool programming at the library.

**Unfinished Business:** On a motion by Lawrence Rogers, with a second by Barbara Wilson, the Board of Trustees approved submission of the 2011 Budget, as modified to address higher Retirement figures, to

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the Town of Ballston. This budget, at \$552,191.70, is 1.45% lower than the 2010 financial plan and should not result in a tax increase. Ms. DeAngelo and Ms. Darling responded to a number of questions about library finances at Ballston's Budget Hearing on October 19, 2010. The Director, accompanied by Jean Clancy Botta, attended Charlton's Budget Workshop on October 25<sup>th</sup>; however, no questions were raised about the library. Charlton's contribution is expected to remain at \$46,000.

**New Business:** The Trustees voted to accept the 2011 calendar on a motion made by Jean Clancy Botta and a second from Sonja Olson.

Also approved was the appointment of Bridget Crouch as Computer Service Program Assistant and Hannah Moore as Library Clerk on a motion made by Keith Fieldhouse with a second by Tom Schottman. The resignation of Stef Leshar was noted.

The Trustees are giving consideration to installing a video surveillance system in the library due to safety concerns. Quotes are being solicited. Regarding this matter, Trustees are pondering policy and practical issues such as: whether or not system will have data archiving and, if so, a data archiving retention schedule; protecting patron privacy; liability matters; assignment of responsibility for monitoring cameras and data; number of and location of cameras; and cost. Ms. DeAngelo has been tasked with obtaining additional sample policies from other libraries for reference. She distributed copies of the "LaGrange Park Public Library Video Surveillance Policy" for Board review. Consultation with the Town Attorney will occur before commitment to an equipment purchase and establishment of a policy.

The ***Agreement between the Mohawk Valley Library System and the Southern Adirondack Library System Joint Automation Project and the Town of Ballston Community Library*** was distributed for review in anticipation of a vote on same at the December 1, 2010 Trustees' meeting.

**Public Comment:** Maryann Haskell commended Stef Leshar for her excellent work maintaining the library's computers and for her able assistance in conducting computer classes at the library, on the occasion of Ms. Leshar's resignation from the library.

**Meeting Adjourned:** 8:02 PM.

**Minutes submitted by:** Jean Clancy Botta.

**NOTE: The next meeting of the Board will be on Wednesday, December 1, 2010, at 7:00PM at the library.**