

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
October 27, 2016**

Meeting called to order at: 7:07 pm by President Steve Zarelli

Present: Karen DeAngelo, Library Director; Kelly Stewart, Town of Ballston Board Member and Library Liaison

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

Board Minutes: On a motion made by Michelle Hernandez, with a second from Susan Tomlinson, the Board of Trustees unanimously approved the minutes of the September 28, 2016 Board of Trustees meeting.

Report of Special Funds: Special funds for October 2016 were reviewed.

Monthly Financial Statements: Financial statements for October 2016 were reviewed.

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

Librarians' Reports:

Karen DeAngelo, Library Director: Ms. DeAngelo reported on the most recent Friends of the Library meeting. The Friends will continue to support the popular museum pass program and have added passes to Hildene: The Lincoln Family Home, CMost: Children's Museum of Science and Technology and the U.S.S. Slater. The library is grateful for the continued dedication and support of the Friends of the Library.

The Southern Adirondack Library System (SALS) Joint Automation Project has issued a new information security policy to address library technology security. This policy will be reviewed and signed by specified library staff.

Ms. DeAngelo and Library Trustee and Treasurer Tom Shaginaw attended the Ballston Budget Workshop to present the library's 2017 budget. Items under review and consideration for future budget planning include the possibility of offering a health insurance opt out to full time library staff and the potential for changes in the current vacation schedule.

Rebecca Darling, Head of Youth Services: No verbal report. Ms. Darling returns from maternity leave part time during the months of November and December and full time beginning January 2017.

Jenn Richard, Head of Adult Services: No verbal report.

Reports of Committees:

Long Range Planning Committee: Ms. Hayden reported that a first draft of the library's Long Range Plan would soon be ready for review. The committee has asked that Library Board members review this draft

and submit editing comments and suggestions to assist in preparing a final document. The final Long Range Plan for 2017-2020 will be voted on at the November 30, 2016 Library Board meeting.

Unfinished Business: There was no unfinished business on the agenda.

New Business:

Staff Development Day - On a motion made by Cathy Hayden, with a second from Susan Tomlinson, the Board of Trustees unanimously approved the library closing at 3:30PM on Wednesday, January 25, 2017 for 4PM-6PM staff workshops followed by a 6PM dinner with trustees prior to the 7PM Library Board meeting.

Consider options regarding recommendations to Town of Ballston Board on health insurance buy out and/or revised vacation schedules: Preliminary discussions were held regarding the possibility of a health insurance buy out for full time library staff members. Ms. Stewart advised that this option would need to be examined from a legal standpoint. The current vacation schedule was also discussed, as well as various options to consider for vacation time for both full time and part time library employees. Both the health insurance opt out and staff vacations will need to be more fully examined and put to consideration for the 2018 library budget process.

Adjournment:

On a unanimous motion by Susan Tomlinson, with a second by Michelle Hernandez, the Board of Trustees voted to adjourn the meeting at 8:18 pm.

Minutes submitted by: Beth Bechtel, Trustee