

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
September 18, 2012**

**Meeting called to order at:** 7:05 PM by President Larry Rogers.

**Present:** Staff—Karen DeAngelo, Library Director; Trustees—Beth Bechtel, Jean Clancy Botta, Lawrence Rogers, Sharon Rouis, Thomas Shaginaw and Steve Zarelli.

**Note:** The Board of Trustees conducted this special meeting to discuss the impact of the Town of Ballston Salary Review meeting recommendation to provide all Town staff with a 3 percent raise on the 2013 Library budget.

**Minutes:** Mr. Shaginaw and Ms. DeAngelo reported on the Town of Ballston Salary Workshop that both recently attended. They confirmed that the recommendations given were to provide all Town of Ballston staff members with a 3 percent raise in the upcoming budgeted year.

All in attendance participated in a lengthy discussion to review budget options and considerations. The current budget and year-to-date expenditures were thoroughly reviewed in an effort to determine how best to budget for the recommended 3 percent raise.

The Town of Ballston Library staff members have not received any raises in the past two years. Those in attendance at the meeting discussed in agreement that staff raises for 2013 are appropriate, warranted and a priority budget item. It was determined that the Board of Trustees will include a 12 percent increase in fund balance spending in the 2013 budget proposal, as compared to 2012, to support a 3 percent increase in staff wages.

It was also discussed that The Town of Ballston Library is unable to benefit from projected increases in sales tax revenues, unlike the Town of Ballston offices. The Library will seek the assistance of the Town of Ballston and will request that the Town grant a 2.9 percent increase in the 2013 tax levy in support of the 2013 Library Budget.

The decision to approve the budget as amended to support the 3 percent raises by asking the town for a 2.9 percent tax increase was made with a unanimous motion by Beth Bechtel and seconded by Jean Clancy Botta.

Given our previous commitment to use \$39,000 of the fund balance for the 2012 revenue and \$7,000 for Communication Services long-range planning consultants, as well as the current proposal to use \$43,500 to help fund the 2013 budget, it was estimated that the fund balance will stand at approximately \$45,000. Given the age of our building and our history of repairs, these funds are crucial for unforeseen circumstances or emergency use. Additional erosion of the fund balance alone to support increases in salaries or operating expenses is not a sustainable strategy for future budgeting purposes.

The tentative plans to apply for a New York State Public Library construction grant for library entryway improvements were reviewed and discussed at length. If this grant was awarded, the Library would be responsible for 50 percent of the total costs of the project. It was decided that these costs exceed what the Board feels is financially prudent at this time and would potentially contribute to a drastic decrease in the fund balance.

On a unanimous motion made by Steve Zarelli with a second by Tom Shaginaw, it was decided that the Board of Trustees can not commit to a 50 percent share on construction costs for the New York State Public Library grant due to budgetary constraints. Ms. DeAngelo will inform the Southern Adirondack Library System of this decision.

The meeting was adjourned at 9:00 PM.