

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
March 26, 2014**

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

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

Trustees—Steve Zarelli, Barbara Wilson, Susan Tomlinson, Michelle Hernandez, Jean Clancy Botta, Beth Bechtel

Board Minutes: On a unanimous motion made by Jean Botta, with a second from Barbara Wilson, the Board of Trustees approved the minutes of the February 26, 2014 Board of Trustees meeting.

Report of Special Funds: Account funds for March 2014 were reviewed in session and found to be accurate.

Monthly Financial Statements: Financial statements for March 2014 were reviewed and found to be on target for this point in the fiscal year.

Approval of Bills: The March 2014 bills which were reviewed and signed by Tom Shaginaw were unanimously approved on by a motion made by Susan Tomlinson with a second from Beth Bechtel. The trash removal services bill from Allied Waste has increased. Ms. DeAngelo will investigate other local existing waste removal services and inquire for estimates.

Librarians' Reports:

Karen DeAngelo, Library Director:

The Southern Adirondack Library System (SALS) Construction Grant application was approved. The appropriate contractors have been contacted to schedule the work.

Ms. DeAngelo met with architect Lisa Hayes to discuss plans for possible future renovations. Representatives from the architectural firm Butler, Rowland and Mays will present plans for potential library renovation projects on April 1, 2014 at 7PM in the community room.

Librarian Jen Richard set up the wireless printer and a link on the library's website and in the library.

Daniel and Donna King donated a painting of the Kingsley Inn by Majorie Hobday. The library appreciates this generous donation and will hang the painting with a donor recognition plaque.

The Burnt Hills Ballston Lake Schools' art exhibit will be on display for the month of April in the community room at the library. The reception, hosted by the Friends of the Library, will be held 10am-1pm on Saturday, April 5, 2014.

Ms. DeAngelo presented information about the website lynda.com. All SALS member library staff are eligible to receive free access to this website, an online subscription library that teaches software tools

and skills through instructional videos. The training videos cover a broad range of subjects including business skills, web design and development and music and video.

Rebecca Darling, Youth Services:

As part of the Charlton Heights Parents as Reading Partners (PARP) program, 82 elementary school students signed up to receive library cards.

Due to increased demand, there are currently two sessions offered for Preschool Story Time per week. Youth Services will continue to offer two weekly sessions of Family Story Time and Baby Bookworms and one session of Art and Movement. The program Scribbles & Tales was reintroduced as an after school program for grades K-1 and the 2,3,4 Book Club has continued.

Several applicants were interviewed for the part time youth services clerk position.

Ms. Darling reported on summer reading program preparation plans. Activities will relate to the science based theme.

Reports of Committees:

Policy Committee: After reviewing a portion of the library policy manual, several suggestions for modifications were discussed. These included changing the wording to allow children 5 and older or those entering kindergarten to receive a library card and modifying the order of agenda items to group financial matters. Written changes will be proposed and voted on at the April 2014 Board of Trustees meeting.

Long Range Planning: The long range planning committee will meet prior to the May 2014 Board of Trustees meeting to review the progress made in the long range plan.

Personnel Committee: The personnel committee met with Ms. DeAngelo recently to review and discuss her director evaluation.

Unfinished Business:

Sign: Two sign proposals from AJ Sign Company were reviewed in session. The sign configurations and design were very similar. The primary difference was that one sign had four lines of text and the other sign had two lines of text. On a unanimous motion made by Barbara Wilson, with a second from Michelle Hernandez, the Board voted to approve plans for the four line text sign, as pictured in the proposal from AJ Sign Company. On a unanimous motion made by Jean Botta, with a second from Susan Tomlinson, the Board voted to approve a request in the amount of \$18,900 from the Town of Ballston using library funds to pay for the sign.

Architect meeting: The meeting with architects from Butler, Rowland and Mays has been changed to April 1, 2014 at 7pm.

New Business

Parking Lot: The library will need to close the parking lot for 36 hours to allow for repaving. On a unanimous motion made by Barbara Wilson, with a second from Michele Hernandez, the Board voted to close the library on Saturday May 24, 2014 to allow for parking lot improvement work, providing the paving company can accommodate that date. On another motion made by Barbara Wilson, with a second from Susan Tomlinson, the Board voted 5-1 to close the library Friday May 23, 2014 and Saturday May 24, 2014 as an alternate date for parking lot improvement work. Jean Botta voted “nay” on this motion.

Annual Report to the Public: The Library’s Annual Report to the Public is due April 30, 2014. This will include the long range plan goals of the library and progress made to date.

New Trustee: There will be a vacancy for a new Library Board trustee beginning in June 2014.

Consider Request to Increase Hours of Adult Services Librarian: Ms. DeAngelo requested an increase for the adult services librarian position from 15 hours to 17.5 hours per week beginning April 28, 2014. This decision was tabled and will be revisited at a later meeting.

On a unanimous motion made by Beth Bechtel, with a second from Barbara Wilson, the Board of Trustees voted to adjourn public session and enter executive session at 8:38pm to discuss personnel matters. Executive session adjourned at 9:27PM with a unanimous vote on a motion made by Beth Bechtel with a second from Michelle Hernandez.

Minutes submitted by: Beth Bechtel, Secretary

