

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
September 25, 2013**

Meeting called to order at: 6:56 by President Steve Zarelli

Present: Rebecca Darling; Youth Services Librarian

Town of Ballston Board Representative – Tim Szczepaniak

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

Board Minutes: On a unanimous motion made by Barbara Wilson, with a second from Michelle Hernandez, the Board of Trustees approved the minutes of the August 28, 2013 board meeting with one correction, “It was *reported* [not *determined*] that the fund balance should not be more than 10% of the library’s annual operating budget.”

Report of Special Funds: Account funds for September 2013 were reviewed.

Monthly Financial Statements: The financial statements for September 2013 were reviewed and found to be on target for this point in the fiscal year.

Approval of Bills: The September 2013 bills which were reviewed and signed by Jean Clancy Botta were unanimously approved on by a motion made by Tom Shaginaw with a second from Michelle Hernandez.

Librarians’ Reports:

Rebecca Darling, Youth Services Librarian:

Fall programming has begun. After canceling the afternoon session of Preschool Story time due to low registration, attendance is strong in other programs. A new program will begin on Monday afternoons entitled Movie Magic for children ages two to five years old.

Ms. Darling and Ms. DeAngelo are working together to apply for the 2014 SPAF (Saratoga Performing Arts Foundation) Grant. They have also applied for the New York Council for the Humanities Grant to allow for a Saturday program titled “From Rosie the Riveter to Harriet the Happy Homemaker, Women on Screen During and After World War I.”

The Library would like to express their gratitude for Becky, Audrey, Graham and Caroline Cook for taking over the responsibility of placing the library flag at half mast when needed and raising the flag as appropriate.

Michol Tuttle has been working to revamp the library’s website with updates and improvements.

The Burnt Hills Ballston Lake Class of 1951 had their 62nd reunion in the community room of the library and presented the library with a thank you letter and books.

The Friends of the Library elected new officers; President – Mike Lonergan, Vice President - Peggy Sheaffer, Secretary - Trudy Pettibone and Treasurer - Tim Newell.

Reports of Committees:

Finance Committee: The library fund balance is currently \$123,316.65, as reported by Tom Shaginaw who received this information from Town of Ballston Bookkeeper John Gaetani. The fund balance is listed as a separate line item from the library's yearly budget. Mr. Gaetani has been in contact with Mr. Shaginaw and provided suggestions for planning the library's 2014 budget. Mr. Gaetani also addressed the issue of controllership of the daily finances within the library, including the copy machine and the monies for late fees. The maximum amount for the petty cash tray is currently \$50. Going forward, the processes in which daily financial revenue is managed will be reviewed, with consideration given to suggestions and input from Mr. Gaetani.

Unfinished Business:

Road Sign: Steve Zarelli and Karen DeAngelo reviewed previous estimates for signs. Mr. Zarelli reported that he recently contacted Adirondack Sign Company to request a proposal and estimate. Tim Szczepaniak reported briefly on the Town of Ballston Board discussion regarding the use of digital signage in the town. Due to the library's residential location, there may be increased restrictions on the size and features of any new sign placed.

Trustee Photo: Dave Crudele, a local photographer, took several group photos of the trustees prior to the meeting. A photo will be posted on the library website. The Board expressed their gratitude to Mr. Crudele for taking the time to obtain these photos.

Tree Lighting: As reported in the June 2013 minutes, the Ballston Rotary previously offered to replace the tree used in the annual tree lighting at the library. Steve Zarelli requested contact information and will contact a representative to discuss this generous offer further.

New Business

Approve 2014 Holiday Schedule: Ms. Darling presented the 2014 Holiday Schedule with days that the library will be closed. On an unanimous motion made by Jean Clancy Botta with a second from Steve Zarelli, the Board of Trustees voted to approve this schedule for 2014.

Holiday Party: Steve Zarelli introduced the idea of a team building event for the library staff members and the Board of Trustees. This event would allow for an introduction of new trustees and new staff members and encourage increased communication between all parties. Further discussion and planning will be held at the October 2013 Board of Trustees meeting.

Shed for Books: Ms. Darling presented drawings and written information compiled by Sonja Olson, representing the Friends of the Library, regarding a request for a new shed on library grounds. The Friends organization would pay for the shed, if approved. This shed would serve as storage for the snow blower and other equipment currently stored in the exterior closet behind the community room. This

would, in turn, create space in the exterior closet for book storage. The Friends currently lack storage space for donated books used in the library book sales. Additional storage is necessary in order for the Friends to accept year round book donations from patrons.

This request was discussed at length. Several items will need further investigation, including; the location of the shed in reference to the current security cameras and the overall security of the shed, building regulations with regard to the placement of the shed, snow plow path in reference to the shed, and the appropriateness of the exterior closet for book storage. Beth Bechtel will discuss these items at the next Friends of the Library meeting. The Buildings and Grounds committee will investigate this matter further in conjunction with members of the Friends organization.

Town of Ballston: Tim Szczepaniak reported on the new benefits offered to town employees. The new plan has several features which result in an overall decreased cost for the town as compared to the previous plan. The next Ballston Town Board Meeting is on Tuesday, October 8, 2013. Mr. Szczepaniak asked for information on the process of completing the Library Director evaluation and this process was discussed.

On a unanimous motion made by Tom Shaginaw with a second by Barbara Wilson, the Board of Trustees voted to adjourn general session and enter executive session to discuss the director's evaluation at 8:16pm.

Executive session concluded at 9:18 pm.

Minutes submitted by: Beth Bechtel, Secretary.