

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

**Meeting called to order at:** 7:03PM by President Steve Zarelli

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

Trustees—Steve Zarelli, Tom Shaginaw, Susan Tomlinson, Michelle Hernandez, Jean Clancy Botta, Beth Bechtel

Ballston Spa National Bank representative - Jim Ireland

**Board Minutes:** On a unanimous motion made by Tom Shaginaw, with a second from Jean Botta, the Board of Trustees approved the minutes of the January 29, 2014 Board of Trustees meeting as corrected.

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

**Monthly Financial Statements:** Financial statements for February 2014 were reviewed and found to be on target for this point in the fiscal year. Ms. DeAngelo explained the process for allocating funds within the library materials budget line. Ms. DeAngelo will provide information quarterly to the Board outlining the budget for separate line items under this category.

**Approval of Bills:** The February 2014 bills which were reviewed and signed by Jean Botta were unanimously approved on by a motion made by Susan Tomlinson with a second from Michelle Hernandez. The bill from Integrys bill, a National Grid consortium, has increased. Ms. DeAngelo has been in contact with the company regarding this increase and Mr. Zarelli stated that he will contact Patrick Ziegler, Town of Ballston Supervisor, to discuss concerns about this increase and alternative options.

**Librarians' Reports:**

**Karen DeAngelo, Library Director:**

Ms. DeAngelo explained the new process for reviewing a library policy each month and making changes as necessary. She provided the Board of Trustees with a copy of several library policies to review prior to the next Board meeting, when suggestions for changes or additions may be discussed.

The Southern Adirondack Library System annual trustee meeting dinner will be Monday, May 19 , 2014 in Saratoga Springs, NY.

Ms. DeAngelo recently attended NYLA Library Advocacy day in Albany, NY. Mike Lonergan, president of the Friends of the Library, also attended. Several initiatives were raised, including the push to reinstate the approximately four million dollars eliminated from the budget for libraries in New York state and the appeal to continue the 75/25 match for the NYS Library Construction Grants.

Ms. DeAngelo recently met with Mr. Goslin, Town Councilman. He is exploring the possibility of a technology grant for senior citizens, which would provide technology based classes, increase opportunities for wireless internet access to people and provide some with iPads. Mr. Goslin expressed interest in collaborating with the library on pursuing this grant. Ms. DeAngelo and Mr. Goslin also discussed the library's location and resources as a potential command center in the event of an emergency.

The Ballston Highway Department has officially unionized. Their agreement includes retirement information, standard 2% yearly pay increases and health care cost contributions for employees.

In the 2013 Annual Report for Public and Association Libraries the balance in the library's operating fund is listed at \$146,309. This fund balance was determined using information provided to the library from the Town of Ballston and utilizing information garnered from past records of this account at the library.

Ms. DeAngelo shared a copy of her perpetual calendar for library functions. This calendar serves as a monthly schedule for the director's functions, including annual reports and budget preparation.

#### Rebecca Darling, Youth Services:

The Friends of the Library's indoor mini golf event raised over \$1300, with 32 sponsors and 285 people in attendance.

The winter reading program brought in 162 raffle entries.

Youth Services is holding a library card drive at Charlton Heights elementary school as part of the school's Parents as Reading Partners (PARP) program. Youth Services has also been invited to lead after school enrichment programs at Charlton Heights and Stevens elementary in March.

Ms. Darling will attend Communication and Presentation Skills as part of NYLA's Management Academy on February 27, 2014. Ms. Darling, Mary Jane Baumbach and Deborah Roberts-Delamater attended the SALS summer reading workshop on February 7<sup>th</sup> and have begun planning Summer Reading 2014 "Fizz, Boom, Read!"

The library is currently seeking a part time children's room clerk.

Adult Services: Jennifer Richard is the new adult services librarian and submitted a report for review. There were 11 adult programs during February, 5 programs were cancelled due to weather.

#### Reports of Committees:

Personnel Committee: The committee has been working on the director's evaluation, which will be reviewed during an executive session after this meeting.

**Unfinished Business:**

Sign: Steve Zarelli asked for feedback from those in attendance regarding a possible replacement for the exterior sign in the front of the library. Staff members would like to be able to change the message on the sign more frequently to display information on upcoming programs. The current sign is very difficult to access during the winter months because of ice and snow. Mr. Zarelli asked for input with pictures or other information for desirable signs to review and discuss at the next meeting.

**New Business**

Approve 2013 NYS Annual Report for Public and Association Libraries: On a unanimous motion made by Steve Zarelli with a second from Jean Botta, the Board approved the 2013 NYS Annual Report for Public and Association Libraries as prepared by Karen DeAngelo, with one minor change to address a trustee's position title.

Accept donation of \$500 from the Ballston Spa National Bank: Jim Ireland from Ballston Spa National Bank read a letter at the beginning of this meeting from Christopher Dowd presenting the library with a \$500 donation to the library. The library is grateful for this generous donation.

On a unanimous motion made by Michelle Hernandez, with a second by Jean Botta, the Board of Trustees voted to move into executive session to discuss the director's evaluation at 8:22PM. On a unanimous motion made by Michelle Hernandez, with a second from Jean Botta, the Board of Trustees adjourned the meeting at 9:30PM.

**Minutes submitted by:** Beth Bechtel, Secretary

