

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
August 28, 2013**

**Meeting called to order at:** 7:02 by President Steve Zarelli

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

Town of Ballston Board Representative – Tim Szczepaniak

Town of Charlton Representative – Robert Lipiello

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

**Board Minutes:** On a unanimous motion made by Barbara Wilson, with a second from Jean Botta, the Board of Trustees approved the minutes of the July 31, 2013 board meeting with one correction. The word *national* was corrected to *state* on page 1, “He reviewed the projected raises in the *state’s* current minimum wage over the next several years”.

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

**Monthly Financial Statements:** The financial statements for August 2013 were reviewed and found to be on target for this point in the fiscal year. The line for total equipment was noted to be somewhat low (27.76%) for this point in the year, but will rise once an order for a computer is processed.

**Approval of Bills:** The August 2013 bills which were reviewed and signed by Michelle Hernandez were unanimously approved on by a motion made by Susan Tomlinson with a second from Beth Bechtel.

**Librarians’ Reports:**

**Karen DeAngelo, Library Director:** Michol Tuttle has started her position as Librarian I, at 22 hours per week through February 3, 2014 and thereafter at 15 hours per week. Ms. Tuttle will provide patron and staff computer support and take responsibility for publicity and adult programming. She will also assist with website design and management.

There have been several budget meetings recently. Discussions have reviewed petty cash management as it pertains to library policy.

The Library Clerk job description was shared with trustees and town liaison Tim Szczepaniak. This description will serve as a key point as the director, staff and trustees continue to advocate for greater pay equity for the Town of Ballston Community Library employees as compared to other area libraries and town employees.

Ms. DeAngelo confirmed from Geoffrey Kirkpatrick, incoming New York Library Association President and Director at Bethlehem Public Library, that a clerk in any Civil Service position can transfer to another position without having to be reachable on the list because they are all considered equal. Ms. DeAngelo

also spoke with Judy Dahoda at the Saratoga County Department of Personnel and she confirmed that all clerk jobs have the same Civil Service job description and requirements regardless of whether they are library positions or town positions.

A discussion was held about the recommendation of a library audit. Ms. DeAngelo stated that Town Councilman Bill Goslin had suggested the library may receive coverage under the Town of Ballston's audit procedures. An initial financial audit would be completed with audit review following every 2-3 years. Mr. Lipiello shared information on the State Comptroller audit that will be completed for the Town of Charlton this fall. The Town of Charlton also paid for an audit approximately two years ago.

Rebecca Darling, Youth Services Librarian: Ms. Darling reported on the summer reading program. There was a decrease in overall children registered from last year, which may reflect the new online registration process. The teen program was not as successful as previous years and will be revamped for next year. The Goodreads Book Club for teens will begin this fall.

Fall Session 1 will run September 3 – October 12, 2013. The library will offer a Creative Crafts program, 2,3,4 Book club, 5<sup>th</sup> and 6<sup>th</sup> Grade Book Club, Baby Bookworms, Music Medley, Family Story time and Preschool Story Time. With the change to full day kindergarten in the Burnt Hills-Ballston Lake school district, the preschool story time programs may be consolidated into one session per week. In previous years, this program was attended largely by half-day kindergarten students.

Ms. Darling explained the process for choosing the summer reading program. Next year's summer reading program will have a science based theme.

### **Reports of Committees:**

There are no reports from committees at this time.

### **Unfinished Business:**

#### 2014 Budget:

Tom Shaginaw presented a thorough, detailed overview of the 2014 library budget proposal. Town of Ballston Bookkeeper John Gaetani will provide the library with an accurate reading of the library fund balance. Due to bookkeeping issues and backlog at the Town of Ballston, this information has been somewhat unclear in recent years. It was determined that the fund balance should not be more than 10% of the library's annual operating budget. Mr. Shaginaw also discussed the library's classification as a special district library. This classification may need to be reconsidered with regard to long range planning for the library.

Mr. Shaginaw made it clear that the presented budget plans are contingent on the fund balance information. The presented budget reflects a 2% raise for librarians and staff. Raises for pages are scaled to increases driven by minimum wages.

Mr. Shaginaw stated that there are currently three primary considerations with regard to the library budget. The first is creating the library budget for 2014. The second is exploring and carrying out

possibilities to increase revenue and improve pay equity for the library employees. Finally, the long term or five-year plan and vision for the library should be considered and addressed as necessary.

Tim Szczepaniak complimented the library on their handling of the budget preparation. He also stated that the library can expect some flex time with the budget preparation because of the current Town of Ballston bookkeeping issues.

The board voted unanimously on the 2014 budget as presented, predicated on the health care and other benefit data that has been provided to us by the town thus far with a motion by Tom Shaginaw and a second from Barbara Wilson.

Road Sign: Steve Zarelli gave background information on the library's current main sign and previous efforts to purchase a new sign with funds or grant money. There has been some recent discussion at Town of Ballston board meetings regarding the use and restrictions of digital signs. The library will need to consider funding sources for a new sign.

Logo Release: The approved logo will be used on the website and new library printings.

### **New Business**

Appoint Michol Tuttle Librarian I: On an unanimous motion made by the Tom Shaginaw and a second by Michelle Hernandez, the board moved to appoint Michol Tuttle as Librarian I beginning at 22 hours per week through February 3, 2014 and then permanently at 15 hours per week.

Consider switching to email agenda and reports: The trustees agreed to receive meeting agendas via email rather than paper for cost and environmental considerations.

Librarian and Trustee photos: Ms. DeAngelo requested that staff and trustee photos and bios be provided on the library website to share this information with the community. She will ask Dave Crudele, a local photographer with his work on display in the community room, to take trustee photos at a later date.

Other new business: Tim Szczepaniak stated that his August 3<sup>rd</sup> 2013 fishing program was very successful and was supported by bait donations from Wiggly Worm. Many patrons requested this program be repeated next year. He also stated that the Town Board meeting was rescheduled to Thursday, September 12, 2013.

The meeting was adjourned at 8:40 pm with a motion made by Jean Botta and a second by Barbara Wilson.

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

