

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
November 28, 2012**

Meeting called to order at: 7: 03 PM by Barbara Wilson

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

Trustees—Beth Bechtel, Jean Clancy Botta, Thomas Shaginaw, Barbara Wilson

Community member - Paul Mays, architect with Butler Rowland Mays Architects, LLP

Board Minutes: On a motion made by Jean Clancy Botta, with a second from Tom Shaginaw the Board of Trustees approved the Minutes of the October 30, 2012 meeting.

Report of Special Funds: There were no special reports made with regards to special funds.

Monthly Statements: The Trustees reviewed the November 2012 financial statements and found them to be on target with the budget for this point in the year. The certified librarian account increased slightly due to Ms. DeAngelo's recent contracted 1 percent raise. Some of the allocated funds for adult books may be moved to purchase audio books to support the continued popularity of these items.

Approval of Bills: The November 2012 bills which were reviewed and signed by Tom Shaginaw were unanimously approved on by a motion made by Jean Botta with a second from Beth Bechtel.

Librarians' Reports:

Karen DeAngelo, Library Director: Ms. DeAngelo reported on the status of the HVAC system in the library. Charlie Petteys recently completed the annual inspection and determined that two of the six rooftop units have holes rusted through the heat exchangers and may not last through the winter. Mr. Petteys provided an estimate for material and labor to replace both heat exchangers at approximately \$2500. He estimated labor and materials to completely replace two rooftop units would total approximately \$8900.

A representative from Apollo Company visited the library on November 28, 2012 to do an inspection of the HVAC units. He noted rust, but felt that the six units are in good working condition and estimated that they have another five years before they would need replacement or extensive maintenance. Ms. DeAngelo will obtain at least one more inspection and estimate of the HVAC units before making any final maintenance decisions.

The library is acting as a sponsor for an Arts in Education Grant for the Charlton Heights Elementary School. Ms. DeAngelo signed a sponsorship agreement with the school and will accept a check on the school's behalf at the grant award ceremony in spring 2013.

Ms. DeAngelo attended the NYLA conference from November 7 to November 10, 2012 and shared some information that she obtained from the programs that she attended. One of the suggestions given was

to have rotating assigned seats at Library Board meetings which she facilitated at tonight's meeting. Ms. DeAngelo attended a variety of programs, including Information Literacy for Distance Learners, E-Books and Beyond, Leadership on the Digital Frontier, and Design on a Dime. She also presented a lesson for the Teaching Adults for Librarians course that she is taking through the College of St. Rose.

Ms. DeAngelo contacted SALS to question how she could determine when and which libraries with a SALS card are visiting. She was informed that this information is not able to be tracked with the current system.

Rebecca Darling, Youth Services Librarian: Ms. Darling attended a variety of programs at the same NYLA conference earlier this month, including Learning Disabilities in the Library, Taking the Next Step With Your Teens, Apps 101 for Children and Teens and E-Books and Beyond.

Deborah Roberts-Delamater is researching several grant possibilities for the upcoming year, including grants that would allow the Library to continue their efforts to provide programming that encompasses the various special needs of children.

Toddler yoga will return on Tuesday mornings in December. During the holiday school vacation week, the Library will have a mobile planetarium and offer three programs for children ranging from kindergarten to seventh grade.

New Trustees Vacancy: The terms for Larry Rogers and Sharon Rouis, two Board Trustees, will end in mid 2013. Any Board vacancies will be addressed and discussed in the upcoming months.

Reports of Committees:

Long Range Committee : Ms. DeAngelo reported that 148 surveys have been collected thus far for long term planning purposes. The information from all surveys received will be compiled and analyzed with support from Libby Post from Communication Services. The long term plan will be finalized in early 2013.

Unfinished Business:

Budget Update: The Library received word from Town of Ballston Supervisor Patti Southworth and Town of Ballston Board Member Tim Szczepaniak that the 2013 budget had been passed as proposed by the Library. The Library awaits final and written details from the Town of Ballston.

Senator Farley Grant: Those in attendance discussed the Senator Farley Grant of \$7500 and how this money would best be allocated to serve the Library. Building rehabilitation projects and the services of Paul Mays, architect, were included as possible options. Ms. DeAngelo made a phone call to Patti Southworth during the meeting to determine the appropriate protocol for including the grant money on the 2013 budget when a final decision on its use has not yet been made. On a unanimous motion made by Tom Shaginaw, with a second by Jean Botta, the Board voted to allocate the \$7500 gifted by the Senator Farley Grant to the Contingency Fund on the 2013 Library budget to allow for budgetary flexibility with several possible options to consider.

Memorandum of Understanding with Town of Ballston: Those in attendance decided that this would be an appropriate addition for the January meeting agenda.

New Business

Paul Mays, Architect: Mr. Mays visited the library approximately eighteen months ago and presented the Library with a proposal for physical modifications. Mr. Mays gave a brief history and description of his architecture firm, Butler Rowland Mays Architects, LLP. He has also served on the Greenwich Library Board of Trustees and now serves on the Board of SALS. Mr. Mays discussed the acoustics issues at the Library and outlined several possible options to improve acoustics. He is offering his services, at a fee, if the library is interested. These services would include a master plan to outline projects that would most benefit the library and improve patron services. Mr. Mays could also conduct a three or four hour workshop at the Library to instruct and facilitate discussion regarding the Library's short and long term planning with regards to physical modifications.

Report on Trustees Day at NYLA: Beth Bechtel attended the program Developing Your Role as a Library Trustee at the NYLA conference earlier this month. She shared several key points of the presentation, including the possibility of adding community members to individual committees as appropriate and only if included in the by-laws, continued notification for committee or Board meetings and the benefits of new Trustee training.

Meeting Adjourned at 8:40 PM by Barbara Wilson

On a unanimous motion made by Tom Shaginaw and seconded by Jean Botta, the Board of Trustees went into Executive Session to discuss personnel issues.

On a unanimous motion made by Barbara Wilson with a second by Tom Shaginaw, the Board voted to come out of executive session at 9: 30 PM.

On a unanimous motion made by Tom Shaginaw with a second by Beth Bechtel, the Board voted to approve the adjustment of personnel hours to accommodate a short term leave in 2013. The meeting was adjourned at 9:35 PM by Barbara Wilson.

Minutes submitted by: Beth Bechtel, Secretary.