

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
June 25, 2014**

Meeting called to order at: 7:04PM by President Steve Zarelli

Present:

Staff - Karen DeAngelo; Library Director, Rebecca Darling; Youth Services Librarian, Jim Tryon; clerk

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

Town of Charlton Representative – Robert Lipiello

Town of Ballston Representative – John Antoski

Community Members – Susan Slovic, Dion Warr

Board Minutes: On a unanimous motion made by Jean Botta, with a second from Susan Tomlinson, the Board of Trustees approved the minutes of the May 28, 2014 Board of Trustees meeting.

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

Monthly Financial Statements: Financial statements for June 2014 were reviewed and found to be on target for this point in the fiscal year. Ms. DeAngelo pointed out the funds that were utilized for budgeted building repairs.

Approval of Bills: The June 2014 bills which were reviewed and signed by Beth Bechtel were unanimously approved on by a motion made by Tom Shaginaw with a second from Michelle Hernandez. Mr. Help graciously waived fees for their services assisting with the recent bathroom flood. The library will send a thank you letter for their generosity.

Librarians' Reports:

Karen DeAngelo, Library Director:

Ms. DeAngelo and Ms. Darling, with support from the Board of Trustees and Friends of the Library, continue to investigate technology that could be utilized in the community room for community groups and library programs. Ms. Darling recently met with trustee Susan Tomlinson at Charlton Heights elementary school to view and try the equipment there. Ms. Darling mentioned that she liked the capabilities of the digital overhead projector.

An updated long range planning committee report with bulleted and checked items that have been completed was distributed. Ms. DeAngelo also distributed a fund summary report for the 2014 fiscal year.

Ms. DeAngelo will attend the American Library Association Annual Conference from June 26-July 1, 2014 in Nevada.

Ms. DeAngelo discussed the recent repairs and improvements completed after the flood from the womens' bathroom. The community room and hall were painted. The bathroom walls still need to be repaired and painted. The rug in the staff area, kitchen and director's office will be replaced.

Rebecca Darling, Youth Services:

Ms. Darling completed school visits at all three elementary schools and the middle school to promote the summer reading program. 179 participants have signed up to date. Staff are prepared and ready for summer reading program. Summer reading begins June 28, 2014 and ends August 8, 2014.

Ms. Darling attended the Partnerships, Collaborations and Relationships training as part of the NYLA Leadership and Management Academy.

Reports of Committees:

Building and Grounds Committee: Ms. DeAngelo reported that Joe Whalen, Highway/Water Superintendent for the Town of Ballston, submitted paperwork to post directional signs on 146a and Route 50 for the library.

Unfinished Business:

Sign: Steve Zarelli recently contacted AJ Signs to inquire about the status of the new sign. Electrical changes may need to be made to modify the existing exterior timer to reflect the time that the sign will remain lit and when it will be turned off. Mr. Zarelli will contact the Board of Trustees and Ms. DeAngelo when he receives more information and an estimated time for the sign to be placed.

Trustee search update: Barbara Wilson has made the decision to end her term this June 2014, leaving another vacancy on the Board of Trustees. Jean Clancy Botta is also ending her term at this meeting. There are two vacancies on the Board of Trustees. The Board of Trustees and the Library are grateful for the time and service provided by Ms. Clancy Botta and Ms. Wilson.

Budget: Tom Shaginaw reported on budget findings and strategies for developing next year's budget. He will present a possible budget plan at the July 2014 meeting. Karen DeAngelo mentioned two items for budget consideration; E-Vanced, a room and program scheduling software and an updated copier for library and patron use. Ms. DeAngelo would also like to take the exam to become a notary public in order to provide this service to library patrons. This idea was met with support from the Board of Trustees.

Mr. Lipiello reported for the Town of Charlton. The Town of Charlton has decided to manage a pending lawsuit with budgetary reductions. As of yet, this process is still in the discussion phase and no official budget changes have been determined. Mr. Lipiello did feel that this will impact the Charlton contribution to the library.

Construction Grant: Ms. DeAngelo met with the architectural firm and asked if they could break down the costs for the three phases for budgetary planning purposes, taking into consideration the items that could be more easily addressed initially and those items that were of greatest concern from the library patron survey. The architects would like to find a community contractor to provide an estimate for the work considered. Jean Botta suggested that Ms. DeAngelo contact the builders of the current library.

New Business:

Elections: On a unanimous motion made by Jean Botta, with a second from Michelle Hernandez, the Board of Trustees approved the following officers for the upcoming year:

President: Steve Zarelli, Vice President: Susan Tomlinson, Secretary: Beth Bechtel, Treasurer: Tom Shaginaw

Committee Selections: Committee selections will be made at the July 2014 Board of Trustees meeting in order to include the newly appointed trustees.

Appoint Jennifer Richard to permanent part time Civil Service Librarian I position with one year probationary period: On a unanimous motion made by Susan Tomlinson, with a second from Beth Bechtel, the Board of Trustees voted to appoint Jennifer Richard to permanent part time Civil Service Librarian I position with a one year probationary period.

On a unanimous motion made by Tom Shaginaw, with a second from Michelle Hernandez, the Board of Trustees voted to adjourn the meeting at 7:58pm to enter executive session to discuss trustee applicants.

On a unanimous motion made by Tom Shaginaw, with a second from Steve Zarelli, the Board of Trustees voted to leave executive session and enter public session at 8:20pm.

On a unanimous motion made by Susan Tomlinson, with a second from Beth Bechtel, the Board of Trustees nominated Susan Slovic for a five-year term on the Board of Trustees. On a unanimous motion made by Jean Botta, with a second from Beth Bechtel, the Board of Trustees nominated Cathy Hayden for the one-year term vacancy left by Barbara Wilson. These new trustees will be officially appointed, and Beth Bechtel will be appointed for a five-year term, at the July 8, 2014 Town of Ballston meeting.

On a unanimous motion made by Michelle Hernandez, with a second from Tom Shaginaw, the Board of Trustees voted to adjourn the meeting at 8:22pm.

Minutes submitted by: Beth Bechtel, Secretary