

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
January 29, 2014**

**Meeting called to order at:** 7:09PM by President Steve Zarelli

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

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

Town of Ballston Board Liaison - John Antoski

**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 December 4, 2013 Board of Trustees meeting as corrected.

**Report of Special Funds:** Account funds for December 2013 and January 2014 were reviewed in session and found to be accurate. Notably mentioned were the generous donations from Mr. Frederick Baum and Mr. Steven King to the library.

**Monthly Financial Statements:** Financial statements for December 2013 and January 2014 were reviewed. On a unanimous motion made by Tom Shaginaw, with a second from Susan Tomlinson, the Board of Trustees approved the adjustment of funds in the final 2013 budget as determined by Ms. DeAngelo as follows.

**Contractual:** Move \$1,820.74 from J Books as follows:

\$195.77 to Adult Recordings

\$108.60 to Other Serials

\$136.43 to Juvenile Recordings

\$1,378.89 to Adult Books

\$1.05 to Databases

**Library Equipment:** Move \$177.16 from Computers and Peripherals to Library Equipment – Other

**Office Expenses:** Move \$192.38 from Photocopies to Telephone

**Approval of Bills:** The December 2013 bills which were reviewed and signed by Barbara Wilson were unanimously approved on by a motion made by Susan Tomlinson with a second from Jean Botta. The January 2014 bills which were reviewed and signed by Michelle Hernandez were unanimously approved on by a motion made by Jean Botta with a second from Barbara Wilson.

**Librarians' Reports:**

Karen DeAngelo, Library Director:

The Friends of the Library's sponsored museum passes are available for check out and the *Saratogian* newspaper recently included an article featuring this new program. Overdue fines for museum passes may not exceed 25 dollars.

The 2013 Annual Statistics arrived on Friday, January 24, 2014 and will be entered into the NYS Annual Report. Overall circulation was down slightly in 2013 as compared to the previous year. Ms. DeAngelo explained a new program entitled Collection HQ, a collection management system for evaluating collection circulation. The first set of reports from Collection HQ has allowed library staff to identify and withdraw items that have been missing or not circulated for more than four years. Ms. DeAngelo and Ms. Darling both outlined the process for collecting inventory and withdrawing items from the database as necessary.

Representatives from the architectural firm Butler, Rowland and Mays will be presenting information and providing recommendations for possible projects to consider at the March 2014 Board of Trustees meeting.

The 2014 SALS Construction Grant Challenge application has been submitted to SALS. The application includes improvements to the parking lot, adding a call box to the area of refuge in the back stairwell and an automatic door opener for the children's room.

The Technology Grant was not completed due to time constraints and lack of a community partner, a primary condition of the grant. Ms. DeAngelo will continue to consider plans and reach out to possible community partners in anticipation of the next applicable Technology Grant.

#### Rebecca Darling, Youth Services:

Ms. Darling reported on Youth Services upcoming involvement with Charlton Heights Parents as Reading Partners (PARP) program and with Charlton Heights and Stevens school's Enrichment Club programs.

There will be several youth classes over the school February break and the Friends of the Library sponsored indoor mini golf event will be held February 21 – 22, 2014.

Ms. Darling will attend Communication and Presentation Skills as part of NYLA's Management Academy on February 27, 2014. Ms. Darling, Theresa Brenon, Mary Jane Baumbach, and Deborah Roberts-Delamater will attend SALS Summer Reading Workshop on February 10, 2014.

Adult Services: The Board of Trustees reviewed a detailed report prepared by adult services librarian Michol Tuttle on adult services programming, website modifications, publications and social medial management. Ms. Tuttle recently accepted a position as director of the Galway Library.

#### **Reports of Committees:**

Meet and Greet: Barbara Wilson reported on the successful Meet and Greet event at the library on January 25, 2014. Staff members, representatives from the Friends of the Library, the Board of Trustees and representatives from the Town of Ballston Board attended.

Building and Grounds Committee: Steve Zarelli inquired about the status of the new shed and Ms. DeAngelo stated that it is being utilized successfully. A light pole was recently knocked down by a snowplow, but was replaced quickly and without issue.

**Unfinished Business:**

Building upkeep and maintenance: Many painting projects have been completed, including the stairwells, the entryway, and staff areas. Other projects to be completed soon are a new exhaust fan in the staff room and infant changing tables in the ground level bathrooms. With consideration given to potential future projects, the library may also consider strengthening the interior windows. Ms. DeAngelo recently had the furnace examined to address her questions over noises emanating from the furnace. It was examined and found to be in working order, with no safety concerns

Sign: John Antoski stated that he will request information from the Planning Board and Zoning Committee for the Town of Ballston to determine if any building sign regulations or restrictions have yet been placed.

**New Business**

Library Mini Golf Sponsorship: On a unanimous motion made by Barbara Wilson with a second from Susan Tomlinson, the Board of Trustees approved spending of \$200 to sponsor a tee for the Friends of the Library indoor mini-golf fundraiser.

Policy Review Plan: Ms. DeAngelo will begin distributing at least one Library policy each month to the Policy Committee for review.

Director Request to attend ALA Conference: Ms. DeAngelo provided information about the ALA Conference, which will be held in Las Vegas, NV from June 26, 2014 to July 1, 2014. On a unanimous motion made by Jean Botta with a second from Michelle Hernandez, the Board of Trustees approved travel for Ms. DeAngelo for a cost of approximately \$1300 to the ALA Conference upon approval from the Town of Ballston.

Staff Changes: On a unanimous motion made by Susan Tomlinson, with a second from Barbara Wilson, the Board of Trustees voted to appoint Laura Belrose for the position of Library Page as of January 6, 2014. Lynsee Thorington recently resigned as Library Page. On a unanimous motion made by Jean Botta, with a second from Tom Shaginaw, the Board of Trustees voted to appoint Jennifer Richard for the position of Library I as of February 3, 2014. Michol Tuttle recently resigned as Library I.

On a unanimous motion made by Michelle Hernandez, with a second by Jean Botta, the Board of Trustees voted to adjourn the meeting at 8:35PM.

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

