

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
May 29, 2013**

Meeting called to order at: 7: 27 PM by President Larry Rogers

Present: Staff—Karen DeAngelo, Library Director

Charlton Representative - Robert Lippiello

Town of Ballston Board Representative – Tim Szczepaniak

Trustees—Beth Bechtel, Larry Rogers, Sharon Rouis, Thomas Shaginaw, Barbara Wilson, Steve Zarelli

Community members – Michael Lonergan, Michelle Hernandez, Susan Tomlinson

Board Minutes: On a unanimous motion made by Steve Zarelli, with a second from Barbara Wilson, the Board of Trustees approved the minutes of the April 24, 2013 board meeting and the special meeting on April 13, 2013.

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

Monthly Financial Statements: The financial statements for May 2013 were reviewed and found to be on target for this point in the fiscal year.

Approval of Bills: The April 2013 bills which were reviewed and signed by Larry Rogers were unanimously approved on by a motion made by Sharon Rouis with a second from Steve Zarelli.

Librarians' Reports:

Karen DeAngelo, Library Director:

Superior Landscaping Company was contracted to complete landscaping projects for the library grounds. As a volunteer service, they will also install the engraved bricks in the entry way.

The library received a Program of the Year Award for the Home Delivery Books Program at the SALS Annual Dinner on May 20, 2013. Library Director Karen DeAngelo, former trustee Tom Schottman, and current trustees Jean Clancy Botta and Barbara Wilson were in attendance.

The library and town boards approved two half time temporary duty station positions to assist with coverage for two staff temporary leaves of absence. Jennifer Richard was hired as a temporary Librarian 1 position and was introduced during the meeting. Jenna Hiltley was hired as a temporary clerk.

The library will be closing early for the community Flag Day Parade on June 13, 2013.

Reports of Committees:

Long Range Committee: Larry Rogers is in the process of finalizing work on the graphic and logo for the library. The final draft will be sent to Libby Post at Communication Services and used for the library website and printed materials.

Unfinished Business:

Budget: Ms. DeAngelo will meet with Tom Shaginaw to begin budget development for next year. Tim Szczepaniak stated that the town bookkeeper is finalizing recent records and this information will be made available for library budget planning purposes.

New Business

Staffing: On a unanimous motion made by Barbara Wilson, with a second by Steve Zarelli, the Board approved the appointment of Jennifer Richard for a temporary Librarian 1 position. On a unanimous motion made by Tom Shaginaw, with a second by Barbara Wilson, the Board appointed Jenna Hitsley for a temporary clerk position.

Ms. DeAngelo outlined a possible plan to replace the .5 computer support position in the budget with a .5 Librarian 1 position. The library's current computer support person recently announced plans to reduce hours, but will continue to teach some computer classes in the fall. On a unanimous motion made by Sharon Rouis, with a second by Steve Zarelli, the Board approved plans to budget for and fill a .5 Librarian 1 position.

Nominating: Barbara Wilson announced the Board position nominations put forth by the Nominating Committee, to begin in July 2013. With a motion made by Sharon Rouis and a second from Larry Rogers, the Board unanimously approved the following positions to begin July 2013.

Steve Zarelli – President

Vice President – Jean Clancy Botta

Secretary – Beth Bechtel

Treasurer – Thomas Shaginaw

The Board meeting was adjourned to an Executive Session at 7:48 PM with a motion made by Barbara Wilson and a second from Sharon Rouis. The Board discussed two upcoming trustee vacancies and the appointment of two incoming trustees. The Executive Session ended and returned to Public Session at 8:05PM with a motion made by Sharon Rouis and a second by Steve Zarelli. With a unanimous motion made by Tom Shaginaw and a second by Barbara Wilson, the board voted to recommended Michelle Hernandez and Susan Tomlinson for appointment to the Board of Trustees for the Town of Ballston Community Library. The general session of the Board meeting was adjourned at 8:10PM by President Larry Rogers.

Minutes submitted by: Beth Bechtel, Secretary.

