

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
July 31, 2013**

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

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

Town of Ballston Board Representative – Tim Szczepaniak

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

Board Minutes: On a unanimous motion made by Jean Botta, with a second from Barbara Wilson, the Board of Trustees approved the minutes of the June 26, 2013 board meeting.

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

Monthly Financial Statements: The financial statements for July 2013 were reviewed and found to be on target for this point in the fiscal year. An explanation of the formatting for these statements was given to the two new trustees on the board.

Approval of Bills: The July 2013 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.

Librarians' Reports:

Karen DeAngelo, Library Director:

SALS is offering a “Difficult Patrons Workshop” in September. Library staff members are encouraged to attend.

Interviews are scheduled for the new half time Librarian I position.

Photographer Dave Crudele has his work on display in the community room and will hold a reception on August 8, 2013. He is offering a seminar at the library about achieving great photography shots on August 29, 2013.

Rebecca Darling, Youth Services Librarian: Ms. Darling will return from maternity leave on Monday, August 5, 2013. The summer reading program has been successful and ends on August 3, 2013. Fall programming will begin the week of Tuesday, September 3, 2013.

Reports of Committees:

Unfinished Business:

2014 Budget: Tom Shaginaw led a discussion on library staff wages and an ongoing effort toward pay equity with other town employees. He reviewed the projected raises in the national current minimum wage over the next several years. Information needs to be gathered on the impact of the wage increase

on benefits and how this may impact the budget. Long term planning should be considered with regard to wage increases to ensure that all library staff members receive wages that are at or above what is legally required. Mr. Shaginaw presented a variety of possible salary increases and the impact of these potential changes on the library yearly budget.

Tim Szczepaniak suggested that Karen DeAngelo compile descriptive information regarding staff job responsibilities. This information will be useful in advocating for greater pay equity of library staff as compared to other town employees.

Logo: Karen DeAngelo reported that she has contacted Libby Post from Communication Services and requested additional input on the logo before finalization. She is waiting for Ms. Post to return her phone call.

Discuss Architect's findings: Top architectural priorities to consider include: the library exterior and entryway, decreasing overall noise within the main section of the library by addressing the two story open ceiling, modification between the staff work space and library, more quiet workspace options for patrons. The architectural drawings were reviewed and discussed at length. Karen DeAngelo suggested that the stairways could potentially be improved with the addition of painting and artwork, rather than a larger scale physical change.

New Business

Committee Assignments:

Following are the committee assignments from July 2013 – June 2014:

As President, Steve Zarelli is an ADHOC member of all committees

Policy: Beth Bechtel, Sue Tomlinson

Building and Grounds: Tom Shaginaw, Michelle Hernandez

Budget and Finance: Tom Shaginaw, Michelle Hernandez

Personnel: Jean Clancy Botta, Sue Tomlinson

Long Range Planning: Barbara Wilson, Beth Bechtel

Nominating Committee: Decided in April prior to June 2014 Elections

The public session of the meeting was adjourned at 8:34 PM with a unanimous motion made by Beth Bechtel and a second by Tom Shaginaw to enter executive session to discuss Rebecca Darling's request for a personnel change. Executive session was adjourned at 8:55 to reenter public session with a unanimous motion made by Beth Bechtel and a second from Jean Botta. The board voted unanimously to approve a six-month reduced schedule for Rebecca Darling of 28 hours a week upon her return on August 5, 2013 until February 3, 2014 on unanimous motion made by Jean Botta with a second from Steve Zarelli. The newly hired Librarian I will be asked to work additional hours during these six months to ensure coverage. The public session adjourned at 9:00PM on an unanimous motion made by Barbara Wilson and a second by Beth Bechtel.

Minutes submitted by: Beth Bechtel, Secretary.

