

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
October 30, 2013**

**Meeting called to order at:** 7:00PM by President Steve Zarelli

**Present:** Karen DeAngelo, Library Director

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

**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 September 25, 2013 Board of Trustees meeting.

**Report of Special Funds:** Account funds for October 2013 were reviewed. The library received a donation for \$100 from Mr. Peter Voss in memory of his wife, Nancy. Per his request, this donation will be used for books about art or local history. A thank you and donation letter was sent.

**Monthly Financial Statements:** The financial statements for October 2013 were reviewed and found to be largely on target for this point in the fiscal year. It was noted that the telephone bill expenditure line for yearly spending was at 91.69%. Ms. DeAngelo stated that a staff member called Corner Stone to question the increased telephone bill and was told that an increase in tax has raised monthly bills.

Ms. DeAngelo also mentioned that some new computers have been ordered and the library would like to purchase a Smart Board for the Community Room if additional funds are available. Susan Tomlinson shared some suggestions regarding the usage of a Smart Board or projector and offered to discuss these in detail further with Ms. DeAngelo.

A discussion was held on the status of the Farley Grants that have been received in previous years. The library received a check for \$5000 from Senator Farley and a Local Library Services Aid check for \$2,246. Both of these amounts were deposited into the library's general funds account.

**Approval of Bills:** The October 2013 bills which were reviewed and signed by Susan Tomlinson were unanimously approved on by a motion made by Tom Shaginaw with a second from Michelle Hernandez. Ms. DeAngelo provided a description for any checks that were made to individuals, including contracted professionals for library programming.

**Librarians' Reports:**

The Fall Book Sale garnered approximately \$600.00.

Michol Tuttle has provided support for the website and other marketing methods, created online registration for youth services and adult programming and updated the library's online calendar.

Ms. DeAngelo contacted a local painter to come and provide estimates on potential updates in the library's interior.

Ms. DeAngelo shared information from the conference she attended, "New Library Disaster Responses" and a discussion was held regarding the library's ability to provide community assistance in the event of an emergency or disaster situation. Ms. DeAngelo will continue the process to complete a set disaster plan and protocol for the library. The library currently has an evacuation and fire drill plan. Ms. DeAngelo also attended two other related programs at the New York Library Association Annual Conference, entitled, "Planning for Disasters: the Nitty Gritty" and "Planning for Disasters: Developing a Written Plan."

The library is adding Ancestry.com to its databases and will offer a class on how to use it on November 13, 2013 from 6-8PM.

Ms. DeAngelo stated that she has recently asked several staff members to create a description of their job responsibilities. These job descriptions will provide a useful outline of responsibilities if, for instance, a staff member needs to take a temporary leave of absence.

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

Personnel Committee: Jean Botta reported that the personnel committee is finalizing the Director's evaluation.

#### **Unfinished Business:**

Road Sign: Steve Zarelli contacted Pendelton Signs and was informed that they do not produce digital signs. AJ Signs held a demonstration at the library on October 10, 2013. The signs presented had the capability of a full range of movement with digital lettering. A discussion was held regarding the qualities of what the library requires in a sign, with consideration given to the residential location. The Town of Ballston Board continues to research and discuss the regulations that will be placed on digital signage within the town limits and the library will need to adhere to these guidelines.

2014 Budget: Tom Shaginaw and Karen DeAngelo attended a recent budget meeting held with the Town of Ballston Board and reported on the discussions held at that meeting. Ms. DeAngelo reported that the fund balance may potentially be \$262,000, as stated by Councilman Bill Goslin at this budget meeting. This is a significantly greater amount than the balance of \$123,316.65 reported previously by Town of Ballston bookkeeper John Gaetani to Tom Shaginaw. The Town of Ballston is planning for an external audit, which should provide the library with clarity on the fund balance information discrepancy.

Tom Shaginaw gave a review of the salary discussion held at the Library Board of Trustees meeting in July 2013. He presented several courses to consider for creating a budget to meet a New York State increase in the minimum wage. Mr. Shaginaw provided several perspectives, including a multi-year consideration with a variety of salary increases outlined. The potential budget scenarios for payroll outlined were; flat, simple percentage increase, fixed amount increase, or scaled increased based on new minimum wage requirements. Mr. Shaginaw presented scenarios for each of these options and their impact on the overall library budget. The final library budget plans submitted to the Town of

Ballston outlined a pay increase for pages to meet NY state standards and a 2% pay increase for all other employees.

The issue of redistricting the library was briefly discussed. This was also discussed at the Town of Ballston budget meeting, with the conclusion that redistricting is not a feasible possibility at this time. Tom Shaginaw mentioned that gaining a written statement as to the reasons why this conclusion was made would be helpful for further discussion. Jean Botta suggested that Karen DeAngelo contact the the New York State Education Department's Division of Library Development to obtain more information on the concept of redistricting.

Staff/Board Event: Barbara Wilson stated that she had spoken with Senior Library Clerk Judy Kaplan, who was in favor of having a staff and trustees event. Ms. Wilson also suggested that the Friends of the Library be included in this event. A tentative date for the afternoon of January 25, 2014 was set. A committee of trustees and library staff will meet to begin plans for this team building event.

Shed: The shed has been ordered and will be placed. This shed was funded by the Friends of the Library and will house the items currently in the exterior closet of the library. The exterior closet will then be used to house books donated for the library book sales. Ms. DeAngelo is also looking into having the parking space lines repainted in the parking lot.

Update on Architect's Plan: Ms. DeAngelo provided the updated plans from Butler, Rowland, and Mays Architects. These updated plans were drawn using suggestions given from trustees and library staff members. The next action item is to review these plans and provide feedback to Butler, Rowland and Mays. The architectural firm will then develop a multistage approach and provide cost information and funding strategy suggestions.

### **New Business**

Building upkeep and maintenance ideas: The budget line for building upkeep and maintenance is lower than average for this point in the fiscal year. Ms. DeAngelo presented several suggestions for upkeep items, including the exhaust fan in the kitchen, the children's room rug, and painting in several interior areas.

Disposition of line item grant from Senator Farley: The \$5000 grant from Senator Farley for 2013 has not yet been utilized. On a unanimous motion made by Steve Zarelli with a second from Tom Shaginaw, the Board voted to move these funds into contingency to be utilized in 2014.

On a unanimous motion made by Jean Botta with a second by Susan Tomlinson, the Board voted to adjourn public session and enter executive session at 8:58PM to discuss an employee's evaluation.

Executive session adjourned at 9:19PM on a unanimous motion made by Barbara Wilson with a second by Steve Zarelli.

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

