

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
April 27, 2016**

Meeting called to order at: 6:59 pm by Vice President Susan Tomlinson

Present: Karen DeAngelo, Library Director; Rebecca Darling, Head of Youth Services; Jenn Richard, Head of Adult Services

Trustees— Beth Bechtel, Cathy Hayden, Michele Hernandez, Susan Slovic, Susan Tomlinson

Town of Charlton Representative – John Gay

Board Minutes: On a unanimous motion made by Cathy Hayden, with a second from Beth Bechtel, the Board of Trustees approved the minutes of the March 30, 2016 Board of Trustees meeting.

Report of Special Funds: Special funds for April were reviewed.

Monthly Financial Statements: Financial statements for April 2016 were reviewed. The Trustees revisited the questions that had arisen in the March Board of Trustees meeting. The responses provided by staff required no further discussion.

Approval of Bills: The April bills, which were reviewed and signed by Steve Zarelli were unanimously approved by the Board of Trustees on a motion made by Susan Tomlinson, with a second from Michele Hernandez.

Librarians' Reports:

Karen DeAngelo, Library Director: Ms. DeAngelo attended the Public Library Association's conference in early April and brought back several ideas to implement, including ways to make the working environment more fun, staff development tips, and ways to enhance communications.

Ms. DeAngelo has drafted a letter to Senator Farley thanking him for his tremendous support of the Town of Ballston Community Library and all of New York State's libraries. It is our understanding that this year's budget includes 'bullet aid' for education funding and public library support. Ms. DeAngelo requested that the Senator consider our library to be a recipient of these funds. If granted, funds would be used to address the leaky roof situation and the replacement of the building's failing rooftop heating and cooling units.

Ms. DeAngelo shared with the Trustees that Tom Shaginaw has been named a SALS Trustee of the Year Award recipient. Mr. Shaginaw was selected to receive this honor by the SALS board. The award will be presented at the SALS Annual Dinner in May.

The Burnt Hills Ballston Lake Business and Professional Association recently held a planning and vision meeting regarding the Town of Ballston. Ms. DeAngelo and Ms. Hernandez both attended the meeting in which trends in the community and ideas for enhancement were discussed. Ms. DeAngelo identified several opportunities where the Library can offer services in the future or should increase communications about current services.

Town of Charlton Representative John Gay was welcomed to the meeting. The Trustees and Mr. Gay discussed ways in which dialogue between the library and residents of Charlton could be enhanced. Mr. Gay indicated that the town will be reinstating a paper newsletter to residents that will be mailed twice per year. Perhaps an article regarding the library could be included. Additional ideas were discussed, including a possible report at the Town of Charlton agenda meeting, having a presence at Founder's Day, and investigating the feasibility of distance learning classes at the Town Hall in Charlton.

Rebecca Darling, Head of Youth Services: Ms. Darling indicated that there will be four youth programs held over the upcoming spring break. The spring session will continue through May 27. All four kids' book clubs will wrap up for the year during May.

The month of June will be spent in preparation for the summer reading program. Ms. Darling will be working with school librarians to schedule class visits and to promote the program. In addition, she is applying for a Saratoga County Youth Bureau Summer Reading Grant.

Ms. Darling anticipates that at least one of the library pages will be leaving this summer. She will be posting the position and looking for replacement(s).

Jenn Richard, Head of Adult Services: Ms. Richard reported that the library recently hosted a BHBL school art reception and that it was well attended. On May 3rd, the Library will be hosting its first community blood drive with the American Red Cross. Ms. Richard is also reaching out to possible presenters and speakers for the adult summer reading program.

Ms. Richard continues to promote library services through the weekly e-newsletter and updates to the website. She also set up a screen on the circulation desk to rotate slides with library information.

During April, there were four computer classes held with 19 people in attendance. Ms. Richard is currently working on scheduling additional classes for May and June. Library computers were used 461 times during the month of March, for a total of 19,413 minutes. Number of minutes used was up 7.9% over the same month in 2015.

Reports of Committees:

Personnel Committee: Ms. Tomlinson indicated that a draft of Ms. DeAngelo's performance evaluation had been distributed to the Trustees for review. A date to discuss the review with Ms. DeAngelo will be forthcoming.

Long Range Planning Committee: Ms. Hayden reported that the committee had met on Friday, April 22. The committee has a consultant that they are leaning towards hiring and asked Ms. DeAngelo to discuss a potential timeframe for the project with the consultant: kick off in May with a Saturday morning meeting to create a SWOT analysis, surveys in the summer months to collect information, a wrap-up meeting in September to discuss findings, and a draft of the plan provided in October. The goal is to finalize the plan prior to year-end 2016.

Unfinished Business:

Laptop Lending Policy: The Trustees discussed the policies and noted the need to monitor the program once implemented. On a unanimous motion made by Beth Bechtel and seconded by Michele Hernandez, the Board of Trustees voted to accept the policies as written and revisit the wording at the July Board of Trustees meeting to determine if, after some experience with the program, additional revisions are necessary.

SALS Annual Dinner: Ms. DeAngelo, Ms. Darling and Ms. Richard will attend the Annual Dinner for SALS to be held on May 16. Trustees were asked to let Ms. DeAngelo know if they would be available to attend.

Roof: The library continues to experience problems with leaks in the roof. Ms. DeAngelo has made arrangements with a roofer to apply a silicone patch on the roof where the current leak is located. Lisa Hays (Butler, Rowland, Mays Architects) indicated in a previous meeting that she may be able to refer a colleague to look at the roof and make suggestions. Ms. DeAngelo will follow-up to see if this will be possible.

New Business:

2015 Annual Report to the Public: Ms. Dangelo shared a copy of the report that details library usage statistics over the past year. Minor suggestions were provided by the Trustees.

Adjournment:

On a unanimous motion made by Cathy Hayden, with a second from Michele Hernandez, the Board of Trustees voted to adjourn the meeting at 8:25 pm.

Minutes submitted by: Susan Slovic, Secretary