

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
April 26, 2017**

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

**Present:** Karen DeAngelo, Library Director; Jenn Richard, Head of Adult Services

Trustees— Beth Bechtel, Susan Slovic, Susan Tomlinson, Tom Shaginaw, Cathy Hayden, Michelle Hernandez, Steve Zarelli

Town of Ballston Representative – Kelly Stewart

**Board Minutes:** On a motion made by Susan Tomlinson, with a second from Tom Shaginaw, the Board of Trustees unanimously approved the minutes of the March 29, 2017 Board of Trustees meeting.

**Report of Special Funds:** Special funds for April were reviewed. Ms. Stewart inquired as to whether the Library has a policy regarding target balances for the funds. The trustees monitor the funds and when balances are adequate, purchases on the long-term needs list are made to draw down funds.

**Monthly Financial Statements:** Financial statements for April were reviewed and found to be accurate.

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

**Librarians' Reports:**

**Karen DeAngelo, Library Director:** Ms. DeAngelo provided a written report and highlighted two upcoming events:

- The SALS annual Dinner will be held on May 15, 2017. All Trustees are invited to attend.
- The Friends of the Library book sale will be held May 3-6.

**Rebecca Darling, Head of Youth Services:** In Ms. Darling's absence, Ms. DeAngelo indicated the summer reading program has been finalized and visits to promote the program have been scheduled with the local schools. In addition, the application and selection process for student volunteers this summer has been modified based on feedback received during the process last year.

**Jenn Richard, Head of Adult Services:** Ms. Richard reported on new programming, including an 'organization fair' planned for July 17 in which local organizations are invited to set up tables. One of the tables will be centered on the 'Repair Café' theme discussed previously. A blood drive and a self-defense seminar are also planned.

Installation of the new projector in the computer lab is complete and working well.

**Reports of Committees:**

Personnel: Ms. Tomlinson indicated that the committee was collecting evaluations for the Director that each Trustee completed and would meet in May to collate the comments into the final evaluation.

**Unfinished Business:**

Open Trustee Positions: Ms. Hayden recently announced that she will be stepping down from the Board of Trustees on June 30, 2017. With Ms. Bechtel’s previously announced intention to step down on the same date, there will be two open Trustee positions. Ms. DeAngelo indicated that she has received interest from community members and has invited each to attend an upcoming board meeting.

Cleaning Service Update: Ms. DeAngelo provided an update on questions that had arisen regarding billing for custodial services and explained that the monthly invoice includes charges based on the number of billable days in the month plus any additional services rendered.

**New Business:**

2018 Budget: Ms. DeAngelo brought up several topics that will need to be discussed during budget planning for 2018, including, minimum wage increases and the Town’s policies towards health care reimbursement and vacation time. The Trustees also discussed ways in which employees could be recognized for exceptional employee performance.

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

Nominating Committee Selection: At the June Board of Trustees meeting, the following slate of officers will be voted on:

- President - Steve Zarelli
- Vice President – Michelle Hernandez
- Secretary – Susan Slovic
- Treasurer – Tom Shaginaw

Appoint new Library Clerks: A motion to appoint Linda Fieldhouse and Carol Chaisson to the positions of part time library clerk, made by Tom Shaginaw and seconded by Beth Bechtel, was unanimously approved.

Appoint Trustees to Additional 5-year term: A motion to recommend to the Town additional five-year appointments to the Library Board of Trustees for both Steve Zarelli and Tom Shaginaw, made by Cathy Hayden and seconded by Susan Tomlinson, was unanimously approved.

Trash Service Comparison and Review: Ms. DeAngelo presented comparison costs for trash collection services. The Board of Trustees discussed the services offered and Ms. DeAngelo will cancel the existing contract in order to achieve cost savings with a new provider.

**Executive Session:**

On a unanimous motion made by Tom Shaginaw, with a second from Michelle Hernandez, the Board of Trustees voted to adjourn the public session of the meeting at 8:18 pm and enter executive session in order to discuss the position of a specific employee. On a unanimous motion made by Tom Shaginaw, with a second from Beth Bechtel, the Board of Trustees voted to exit executive session, where no actions were taken, at 8:30 pm.

**Temporary Pay Change:** On a unanimous motion made by Beth Bechtel, with a second from Susan Tomlinson, the Board of Trustees voted to make a recommendation to the Town to approve a change in pay for Processing Clerk Deborah Fiedler to \$13.00/hour, commencing March 26 and continuing through July 1, 2017. During this time Ms. Fiedler will be given permission to act as a Person in Charge and the new pay rate will reflect that additional responsibility.

**Adjournment:**

On a unanimous motion by Cathy Hayden, with a second by Michelle Hernandez, the Board of Trustees voted to adjourn the meeting at 8:31 pm.

**Minutes submitted by:** Susan Slovic, Secretary