

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
August 30, 2017**

**Meeting called to order at:** 7:04 pm by Vice President Michelle Hernandez

**Present:** Rebecca Darling, Interim Library Director / Head of Youth Services

Trustees— Michelle Hernandez, Susan Slovic, Tom Shaginaw, John Capano, Steve Burchett, Susan Tomlinson

**Board Minutes:** On a motion made by Steve Burchett, with a second from Jon Capano, the Board of Trustees unanimously approved the minutes of the July 26, 2017 Board of Trustees meeting with the following amendments: *The meeting date was amended to read July 26, 2017 and a typo in the Library Director's report was amended to read 'its'.*

**Report of Special Funds:** Special funds for August were reviewed.

**Monthly Financial Statements:** Financial statements for August were reviewed.

**Approval of Bills:** The August bills, which were reviewed and signed by Tom Shaginaw, were unanimously approved by the Board of Trustees on a motion made by Susan Tomlinson, with a second from John Capano.

**Librarians' Reports:**

**Rebecca Darling, Interim Director / Head of Youth Services:** Ms. Darling provided a staffing update. Maura Powers-Smith has started in her position of temporary librarian in youth services. Deborah Roberts-Delamater's last day will be August 30, 2017. Miss Deb has been a part of the youth service's team for fifteen years and was the creator of the Baby Bookworms program as well as Art and Movement for preschoolers. (Rebecca, was this the name of a class?) She was also an advocate for inclusion at the library and has run many programs over the years for children with special needs. Ms. Darling is working to fill the resulting open Library Assistant position.

Summer reading has ended. 768 kids registered and the library offered 101 programs overall for babies through adults. Fall programming has begun and all elementary book clubs are returning. There are also twelve adult programs scheduled for September. The library is working with the Puppet People to present A Christmas Carol and the High School auditorium has been reserved for this purpose.

Ms. Darling and Ms. Richard are working together to promote programming via a new fall brochure, the library's website, the library's reactivated Instagram account and by contributing to the Burnt Hills – Ballston Lake Blog on timesunion.com.

**Reports of Committees:**

**Personnel:** Ms. Tomlinson provided an update on the Director search. Phone interviews have concluded and candidates will be scheduled for in-person interviews.

### **Unfinished Business:**

Budget Discussion: Mr. Shaginaw presented a summary draft of the 2018 budget. On a motion by Stephen Burchett, with a second by Susan Tomlinson, the Board of Trustees unanimously accepted the budget proposal as presented for submission to the Town of Ballston.

Roof and Building Issues: Ms. Darling provided an update on roof and building issues. Suburban indicated that the one year warranty on our 'newer' roof top units has expired and that space around the cabling was not responsible for recent leaks. A service manager conducted an inspection and reported that the newer units are in good condition. The library's service contract will expire in October. Ms. Darling is collecting estimates from service providers.

The septic tank has been pumped and will be added to the perpetual calendar as a yearly responsibility.

Phone and Internet Service: Ms. Darling responded to questions raised at last month's meeting. The library's internet service is being provided for free by Time Warner/Spectrum. Phone service is provided by Magna4 (formerly Cornerstone). The phone system was a lease but is now fully paid.

### **New Business:**

Library Security Workshop: Ms. Darling discussed the opportunity for staff to attend a security workshop this coming October. Hosted by SALS, the workshop will be held from 1:30 pm to 5:30 pm in Saratoga (correct?) and would replace our library's annual staff development day. On a motion by Tom Shaginaw, with a second by John Capano, the Board of Trustees unanimously voted to close the library at noon on October 27, 2017 so that all staff may attend this important workshop.

Library Tax ID Number: Ms. Darling reported that the library's tax ID number that is used when applying for grants has been suspended by the IRS. Ms. Darling is working with the Town and the IRS to resolve the situation. Day to day purchasing is not affected because the Town's tax ID is used for that purpose.

### **Executive Session:**

On a unanimous motion made by Tom Shaginaw, with a second from Steve Burchett, the Board of Trustees voted to adjourn the public session of the meeting at 8:05 pm and enter executive session in order to discuss the candidates for the open library director position. On a unanimous motion made by Susan Tomlinson, with a second from John Capano, the Board of Trustees voted to exit executive session, where no actions were taken, at 8:20 pm.

### **Adjournment:**

On a unanimous motion by Tom Shaginaw, with a second by Steve Burchett, the Board of Trustees voted to adjourn the meeting at 8:21 pm.

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