

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
February 24, 2016**

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

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

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

Town of Ballston Representative – Kelly Stewart

**Board Minutes:** On a unanimous motion made by Beth Bechtel, with a second from Susan Tomlinson, the Board of Trustees approved the minutes of the January 27, 2016 Board of Trustees meeting.

**Report of Special Funds:** Special funds for February were reviewed. The Library received a generous donation from Richard E. Wittnebel in memory of his wife, Dorothy.

**Monthly Financial Statements:** Financial statements for February 2016 were reviewed. Mr. Shaginaw noted that the statements were missing the ‘% of budget’ column. Updated statements will be sent to the Trustees.

**Approval of Bills:** The December bills, which were reviewed and signed by Michele Hernandez were unanimously approved by the Board of Trustees on a motion made by Tom Shaginaw, with a second by Beth Bechtel. The February bills, which were reviewed and signed by Susan Slovic were unanimously approved by the Board of Trustees on a motion made by Cathy Hayden, with a second from Michele Hernandez.

**Librarians’ Reports:**

**Karen DeAngelo, Library Director:** Ms. DeAngelo provided a brief update on the Renovation Celebration planned for Saturday, March 5.

The Library Mini Golf event was held February 19-20 by the Friends of the Library and more than 300 people were in attendance. Dave Robbins, a resident of Charlton, very generously donated his time to design and build a 9-hole course for the Library.

The Southern Adirondack Library System will sponsor library trustees interested in attending the Library Trustee Institute May 6-7 in Plattsburgh. Any Trustee interested in attending was asked to contact Ms. DeAngelo.

Ms. DeAngelo updated the Trustees on the status of our technology grant request. The Southern Adirondack Library System approved a \$4,000 grant to purchase ArcGIS access and training in partnership with the Town of Ballston Local Emergency Preparedness Committee.

Ms. DeAngelo indicated that she has met with Town of Charlton Councilman John Gay. Mr. Gay will be the liaison to the library board of trustees. Kelly Stewart is the liaison for the Town of Ballston.

Rebecca Darling, Head of Youth Services: Winter Session 1 programming is concluding and programming for Spring Session 1 will continue with all of the same programs for preschool and elementary.

The East Glenville PreSchool will be visiting the Library on a field trip. There are also events planned for elementary schools in the district: four afterschool enrichment clubs at Stevens Elementary and a Read-In event and library card drive for Charlton Heights Elementary.

Planning for the Summer Reading program, "Ready Set Read", is underway. The Library will partner with the BHBL Schools, Summer Rec and the Glenville YMCA. Ms. Darling noted that the Family Literacy Grant that the Library received in the past has been reallocated by New York State which means that the Library will need to fund more of the programming than it has in the past.

Ms. Darling and Ms. Richard will be taking two professional development classes at Pre-Advocacy Day in Albany on March 2.

Jenn Richard, Head of Adult Services: Ms. Richard worked with SALS to set up the new computer lab so that all of the public computers are now available for patrons. Feedback on the new computer space has been positive. Ms. Richard is working to start computer classes again for patrons.

Ms. Richard is investigating several new initiatives, including the possibility of purchasing a printer that will support wireless printing in the Library and a plan that would allow patrons with library cards in good standing to check out iPads and laptops to use within the Library.

The Trustees discussed adding a splash page to the Library's wifi access to make users aware of best practices when using a public WIFI as well as the dangers of doing so.

### **Reports of Committees:**

Construction Committee: Mr. Shaginaw indicated that the construction project is complete. Ms. DeAngelo shared that there is a short list of items that still need attention but they are working through them. Now that all of the project components have been billed, Mr. Shaginaw will be calculating a final cost for the project.

Personnel Committee: Ms. Hayden indicated that a blank evaluation form was sent to each of the Trustees. The form is to be used for the Library Director's annual review. Ms. DeAngelo will also submit a self-assessment as part of the planning process.

### **Unfinished Business:**

Renovation Celebration: Ms. DeAngelo provided an update on who had been invited to the March 5<sup>th</sup> event and who was currently scheduled to speak. The Trustees discussed the timeline for the event:

Ribbon Cutting and remarks at 10:00 am; children's music program and tours of the facility at 10:30 am; local author Ray O'Connor at 11:00.

Long Range Plan: Ms. DeAngelo was asked to speak with SALS about potential third party providers who could assist the Library in completing the Long Range Plan. Additional discussion was deferred.

**New Business:**

Appoint new employee: On a unanimous motion by Susan Tomlinson, with a second from Cathy Hayden, the Board of Trustees approved the appointment of Terry Riley as Accounts Clerk.

2015 Annual Report to NYS: This report serves as a census form for libraries. The Board of Trustees reviewed the report that was prepared by Ms. DeAngelo to ensure that library board appointment dates and contact information were accurate. On a unanimous motion made by Beth Bechtel, with a second by Susan Tomlinson, the Board of Trustees voted to approve the Ballston Community Public Library Annual Report for Public and Association Libraries – 2015.

Disaster Plan Draft: Deferred.

SALS Contract: Mr. Zarelli reviewed the annual Southern Adirondack Library System (SALS) contract with the Board of Trustees. This contract identifies the responsibilities of both SALS and the Town of Ballston Community Library. The library receives the following services:

- Polaris/Automation
- Resource sharing and delivery of items among the member libraries
- Continuing education and consulting
- Serving as a strategic technology partner to the membership

The Trustees discussed the value of the services provided by SALS and on a unanimous motion by Beth Bechtel, with a second from Tom Shaginaw, the Board of Trustees voted to approve a renewal of the relationship for another year.

On a unanimous motion made by Cathy Hayden, with a second from Michele Hernandez, the Board of Trustees voted to adjourn the public session of the meeting at 8:14 pm and enter executive session to discuss the Library Director's annual review. Jenn Richard, Rebecca Darling, Karen DeAngelo and Kelly Stewart left the meeting at this time. On a unanimous motion made by Cathy Hayden, with a second from Tom Shaginaw, the Board of Trustees voted to exit executive session, where no actions were taken, at 8:24 pm.

On a unanimous motion by Cathy Hayden, with a second by Michelle Hernandez, the Board of Trustees voted to adjourn the meeting at 8:24 pm.

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