

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

**Meeting called to order at:** 7:08 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 Cathy Hayden, the Board of Trustees approved the minutes of the December 2, 2015 Board of Trustees meeting.

**Report of Special Funds:** Special funds for December and January were reviewed and found to be accurate.

**Monthly Financial Statements:** Financial statements for December 2015 and January 2016 were reviewed. The Board of Trustees unanimously approved a budget adjustment request from Ms. DeAngelo on a motion made by Tom Shaginaw, with a second from Beth Bechtel. The approved budget adjustment is as follows:

- Transfer \$3,589.11 from Operating Expenses to Library Equipment

It was noted that the 2015 Repairs to Building line item reflected an overage due primarily to problems with the roof top units and the roof itself. Ms. Stewart indicated she would pursue further discussion with the Town regarding maintenance of the library building and appropriate ways to manage it.

**Approval of Bills:** The December bills were reviewed and signed by Michele Hernandez who was not present at this point in the meeting. Discussion was deferred until the February meeting. The January bills, which were reviewed and signed by Tom Shaginaw were unanimously approved by the Board of Trustees on a motion made by Cathy Hayden, with a second from Beth Bechtel.

**Librarians' Reports:**

**Karen DeAngelo, Library Director:** Ms. DeAngelo reported a recent workplace staff injury and indicated that appropriate documentation was on file.

Ms. DeAngelo reported that Stevens Elementary School had been in lockout mode earlier that day. The Trustees discussed the proximity of the elementary and high school buildings to the library and additional safety measures to be investigated. Ms. DeAngelo was asked to inquire whether law enforcement could notify the library when the local schools are placed in lockdown or lockout mode. Additionally, could the library request to receive school alerts through their School News Notifier service.

Rebecca Darling, Head of Youth Services: Ms. Darling provided a report summarizing the youth programs offered in 2015 and comparing total attendance for 2015 to the prior five years. Total attendance was down slightly in 2015 due in part to the impact of our construction project.

The library held its 2<sup>nd</sup> Saturdays program again this month and hopes to continue to offer one Saturday program per month during the school year.

Jenn Richard, Head of Adult Services: Ms. Richard reported that the library converted to a new website design on January 25<sup>th</sup>. The new design addresses comments from users and features prominent placement of popular user services.

Ms. Richard is starting a new book club in March that will feature 'lighter fare'. The club is currently scheduled to meet the second Tuesday of the month at 7:00pm.

### **Reports of Committees:**

Construction Committee: Mr. Shaginaw reviewed the costs of the construction project to date as compared to the funds available for the project. Stringent cost control and adherence to the original construction plan combined with the use of grant monies and a contribution from the Friends of the Library, means the renovation contribution from the cash account was far less than budgeted.

The temporary construction wall is expected to be removed on February 1<sup>st</sup> and the furniture delivery is slated for February 8<sup>th</sup>.

Personnel Committee: Ms. DeAngelo reported that Maura D'Auria has resigned her position as accounts clerk. Her last day is still to be determined. Terry Riley has been hired to fill the open position.

The committee will start the process for the Library Director's annual review using the same format as the previous year.

### **Unfinished Business:**

Renovation Celebration: Ms. Richard is continuing the planning for the library's grand reopening celebration slated for March 5<sup>th</sup>. As part of the celebration, the library has made arrangements with local author Ray O'Connor to provide a talk about his new book, She Called Him Raymond. The Trustees also discussed potential speakers for a ribbon cutting ceremony. Mr. Shaginaw stated that it would be important to establish a detailed timeline/schedule for all of the events happening on this day.

Long Range Plan: Ms. DeAngelo indicated that it is time to begin the long range planning process for 2017 – 2020. The Long Range Planning Committee should plan to present the plan for approval at the November 2016 Board of Trustees meeting.

The Trustees discussed how the planning process has worked in the past and what resources were used to assist in finalizing the plan. Ms. DeAngelo will speak with SALS to obtain recommendations for third parties that provide services to this end. It is anticipated that the process will include gathering feedback

via focus groups or interviews with patrons and/or community members as well as an online survey for the public to use.

SALS Grant Update: Ms. DeAngelo updated the Board of Trustees on the status of current grant requests:

- A \$5,000 SALS construction grant that will be used for the purchase of carpeting has been approved.
- A \$5,000 SALS technology grant for a software mapping program is still pending. This grant would be used to position the library as a resource site for the community in the event of a disaster recovery situation.

Ms. DeAngelo indicated that a generator would also assist the library in being a community resource in the event of an emergency and has begun to consider available grants that could be used to purchase this equipment.

**New Business:**

Head of Adult Services Appointment: On a unanimous motion by Susan Tomlinson, with a second from Cathy Hayden, the Board of Trustees voted to recommend to the Town of Ballston the appointment of Jenn Richard to Head of Adult Services.

Keys for Pages: Ms. DeAngelo reported that the upstairs closet has been re-keyed so that library Pages have access.

Leaky roof: Ms. DeAngelo indicated that the library roof is not actively leaking. However, drainage is an issue and will need to be addressed in the spring. Ms. DeAngelo has received one estimate for recommended repairs and will share that with the Town and with the Trustees.

Budget Adjustments: please see the Monthly Financial Statements section of the minutes for more information.

On a unanimous motion by Tom Shaginaw, with a second by Beth Bechtel, the Board of Trustees voted to adjourn the meeting at 9:08 pm.

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