

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

**Meeting called to order at:** 7:00 pm by Vice President Susan Tomlinson

**Present:** Karen DeAngelo, Library Director

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

**Board Minutes:** On a motion made by Cathy Hayden, with a second from Michele Hernandez, the Board of Trustees unanimously approved the minutes of the June 29, 2016 Board of Trustees meeting. The following correction was made: the Librarian's report was amended to read that 'new fines and fees *will be* put into effect on July 1' as opposed to '*were* put into effect'.

**Report of Special Funds:** Special funds for July were reviewed. Ms. DeAngelo provided information on which of the funds had special designation and which did not.

**Monthly Financial Statements:** Financial statements for July 2016 were reviewed and found to be within range for this point in the fiscal year.

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

**Librarians' Reports:**

**Karen DeAngelo, Library Director:** Ms. DeAngelo updated the Trustees on the sculpture donated by Mr. William Bechtel in memory of his wife, Karen Bechtel. The sculpture of a young girl reading a book has been installed in front of the library and there will be a dedication ceremony on August 4, 2016 at 6:30 pm.

The temporary librarian position has been filled and Erin Green will be starting on August 15.

Note: Mr. Zarelli joined the meeting at 7:20 pm.

Ms. DeAngelo indicated that a parent had notified the library that her child had been injured during the recent laser tag game at the library. The injury was unreported at the time it occurred. Staff spoke to both parent and child and the child is fine. The Trustees asked Ms. DeAngelo to obtain clarification from our insurance carrier as to what events and activities are covered by our insurance policy.

Ms. DeAngelo and Ms. Richard met with our Saratoga Performing Arts Funding (SPAF) grant partner to discuss the marketing timeline for an upcoming initiative. There will be a program at the library from 4-5 pm on November 4, 2016 at which Bobby Kendall and his group will talk about the process of creating a score for a silent film. A concert featuring the score that was developed by Mr. Kendall is scheduled for November 5, 2016 at 2 pm at the BH-BL High School.

Rebecca Darling, Head of Youth Services: No verbal report.

Jenn Richard, Head of Adult Services: No verbal report.

**Reports of Committees:**

Building and Grounds: Ms. DeAngelo reported that the rooftop unit that recently failed was replaced on July 25, 2016. Because it was installed after June 30 of 2016, we are able to apply for a library construction grant to offset the cost. Ms. DeAngelo will prepare that paperwork. If we receive the grant, we may be able to recoup 50-75% of the replacement cost.

During the replacement process, it was discovered that the duct alarms on the units were not hooked up and therefore would not sound an alarm or turn off the unit if smoke was detected. Ms. DeAngelo has requested that a representative from Alarm and Suppression review the situation and advise on a solution.

Budget: Ms. DeAngelo reported that she and Mr. Shaginaw had met with the Town of Ballston's new budget manager, Jeanette Borthwick, to discuss the budget process. Ms. DeAngelo also prepared a list of budget bullet points that call attention to the issues we will face in creating a budget for the next year. These issues include the new definition for exempt employees as well as the minimum wage increases that will take place over the next several years. A protracted discussion among the Trustees ensued.

Long Range Planning Committee: Ms. DeAngelo indicated that Nancy Berkowitz had completed the report on the focus groups that were previously held. A draft survey was shared with the Trustees and minor changes were suggested. The Library will request survey responses through the end of August.

**Unfinished Business:**

Baum Donation/Friends: Deferred to the August Board of Trustees meeting.

**New Business:**

2017 Preliminary Budget Discussion: Please refer to the Budget Committee report.

Town Meeting Assignments and Standing Committees: Ms. DeAngelo provided the Trustees with the Town meeting assignments for July 2016 through June 2017. The Library's standing committees remain unchanged:

Policy – Beth Bechtel, Susan Slovic, Susan Tomlinson

Building and Grounds – Tom Shaginaw, Michele Hernandez

Budget and Finance - Tom Shaginaw, Michele Hernandez

Personnel – Susan Tomlinson, Beth Bechtel, Cathy Hayden

Long Range Planning – Susan Slovic, Cathy Hayden

*As President, Mr. Zarelli, is an AD HOC member of all Committees*

*Liaisons to the Friends of the Library: Cathy Hayden and Susan Tomlinson will take turns attending evening meetings.*

Slate of Officers: On a unanimous motion by Beth Bechtel, with a second from Cathy Hayden, the Board of Trustees approved the following officers for the upcoming year:

President - Steve Zarelli

Vice President – Susan Tomlinson

Secretary – Susan Slovic

Treasurer – Tom Shaginaw

**Adjournment:**

The Board of Trustees did not enter into executive session.

On a unanimous motion made by Susan Tomlinson, with a second from Michele Hernandez, the Board of Trustees voted to adjourn the meeting at 8:32 pm.

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