

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
July 31, 2017**

**Meeting called to order at:** 7:03 pm by President Steve Zarelli

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

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

Town of Ballston Representative – Kelly Stewart

Community Members – Rick Noel, Dacey Bonney and Nigar Hale representing the Burnt Hills Ballston Lake Business and Professional Association

**Presentation:** Members of the Burnt Hills Ballston Lake Business and Professional Association presented a plaque to Ms. DeAngelo recognizing her years of participation in the association and thanking her for her contributions.

**Board Minutes:** On a motion made by Michelle Hernandez, with a second from Susan Slovic, the Board of Trustees unanimously approved the minutes of the June 28, 2017 Board of Trustees meeting.

On a motion made by Tom Shaginaw, with a second from John Capano, the Board of Trustees approved the minutes of the July 24, 2017 special meeting with a vote of 4 yeas (Hernandez, Slovic, Shaginaw and Capano) and 1 abstention (Burchett).

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

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

**Approval of Bills:** The July bills, which were reviewed and signed by Susan Slovic, were unanimously approved by the Board of Trustees on a motion made by Tom Shaginaw, with a second from Michelle Hernandez.

**Librarians' Reports:**

**Karen DeAngelo, Library Director:** At this, her last Board of Trustee meeting as Library Director, Ms. DeAngelo expressed her pleasure and appreciation at serving the Town of Ballston Library and it's patrons for the past 15 years. The Board of Trustees thanked Ms. DeAngelo and wished her well in her new position.

**Rebecca Darling, Head of Youth Services:** Ms. Darling reported on a recent program, Burnt Hills Builds Legos, where participants created Lego models of local architecture. Recent programs include The Puppet People and a Babysitting Certification course in conjunction with the Glenville YMCA. The Friends of the Library sponsored two teen programs, Life-Size Game Night and Star Wars Laser Tag. The summer reading program has 750 participants.

Ms. Darling reported that the hiring process has begun for the temporary librarian position that will help during the director transition. She also outlined the process for interviewing and hiring the new library assistant position in conjunction with civil service requirements.

Jenn Richard, Head of Adult Services: Ms. Richard reported on the Think, Shop, Do – Local event held on July 17<sup>th</sup>. While the event was impacted by severe thunder storms, attendees seemed to enjoy themselves. Yoga sessions are continuing and a self-defense seminar and cooking presentation are scheduled.

### **Reports of Committees:**

Personnel: Mr. Zarelli provided an update on the Director search. Eight applications have been received and will be discussed during executive session later in the evening.

### **Unfinished Business:**

Budget Discussion: Mr. Shaginaw presented a draft of the 2018 budget and indicated that the Trustees will need to vote at the August meeting on a final budget to submit to the Town. During the presentation Mr. Shaginaw provided analysis on historical spending as well as projections through year-end 2017 as factors influencing the proposed budget. Mr. Shaginaw also led a detailed discussion regarding compensation and benefits. Open questions concerning insurance benefits and their impact on the budget will be directed to the Town for additional discussion and resolution.

### **New Business:**

Trustee Committee Appointments: Ms. Darling provided the Trustees with the Town meeting assignments for July 2017 through July 2018. The Trustees discussed the standing committees and made the following appointments:

Policy – Susan Tomlinson, Susan Slovic, John Capano  
Building and Grounds – Tom Shaginaw, Michelle Hernandez, Steve Burchett  
Budget and Finance – Tom Shaginaw, Steve Burchett  
Personnel – Susan Tomlinson, Michelle Hernandez  
Long Range Planning – Susan Slovic, John Capano  
Nominating Committee – Decided in April prior to June 2018 Elections  
*As President, Mr. Zarelli is an ad hoc member of all committees.*

Outstanding Grants and Upcoming Deadlines: Ms. DeAngelo provided a brief update on outstanding grants. The NY State Construction Grant deadline is in August. The minimum grant amount is \$5,000 and the library must match the amount of the grant. The SALS grant deadline is in December. This grant could be used for items such as painting, new rugs, a generator or fencing.

Roof and Building Issues: Ms. DeAngelo reported on additional roofing issues that appeared after the recent summer storms. Two leaks are in the process of being addressed; a leak in the children's room bathroom and a leak in the left hand window in the reading room. Canopy Roofing is addressing the leak

in the children's room and indicated that the leak was coming from multiple cables on a new rooftop unit that fed into a single opening. The space around the cables was allowing water to leak through. Canopy Roofing addressed the problem by applying caulking. Damage to the bathroom still needs to be addressed.

Three of the original rooftop units have been replaced. The library has applied for a SAM Grant (State and Municipal Facilities Program) from DASNY (Dormitory Authority of the State of New York) to replace the remaining three units and to fix areas of the library roof that have experienced repeated problems over the years.

The reading room window leak is being addressed by Glenville Glass.

**Alarm and Suppression:** The storm that caused recent leaks also caused a power surge that fried a panel in the alarm detection system and one of the library phone lines. The panel was replaced by Alarm and Suppression while Cornerstone Telephone addressed the phone line.

**Patron Code of Conflict Policy:** Ms. Darling and Ms. DeAngelo presented a Patron Code of Conduct policy. On a motion made by Tom Shaginaw, with a second from Steve Burchett, the Board of Trustees unanimously approved the policy with changes as noted: Patrons are asked to refrain from smoking, or use of smokeless tobacco while on library property and to comply with lawful requests from staff.

**Executive Session:**

On a unanimous motion made by Michelle Hernandez, with a second from John Capano, the Board of Trustees voted to adjourn the public session of the meeting at 9:35 pm and enter executive session in order to discuss the candidates for the open library director position. On a unanimous motion made by Tom Shaginaw, with a second from John Capano, the Board of Trustees voted to exit executive session, where no actions were taken, at 10:09 pm.

**Adjournment:**

On a unanimous motion by Michelle Hernandez, with a second by Susan Slovic, the Board of Trustees voted to adjourn the meeting at 10:10 pm.

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