

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
March 30, 2016**

**Meeting called to order at:** 7:01 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

Butler, Rowland, Mayes Architects representative – Lisa Hayes; architect

Community Member – Micaela Slovic

**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 February 24, 2016 Board of Trustees meeting.

**Report of Special Funds:** Special funds for March were reviewed. The Library received a generous donation from Jean Botta in memory of Dr. Otward Mueller.

**Monthly Financial Statements:** Financial statements for March 2016 were reviewed. The Trustees discussed several of the expense line items, specifically photocopiers, office supplies and operating & maintenance contracts. Mr. Shaginaw asked if the price we assess for patrons to make photocopies is covering the costs to the library. Mr. Zarelli suggested that we review these charges and consider making any changes at the same time we implement changes to late fees later this year. Ms. Darling suggested that we also look at the charge we assess for faxing.

Ms. Hayden asked for clarification on the line items labeled 'Reconciliation Discrepancies (\$82.73)' and 'Ask My Accountant (\$15.00)'. Ms. DeAngelo will review and respond.

**Approval of Bills:** The March bills, which were reviewed and signed by Susan Tomlinson 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 will be attending the Public Library Association's biannual conference in Denver the week of April 4.

The Friends Spring Raffle will be on display through the month of April and the School Art Exhibit Reception will be held from 11am – 1pm on 4/9/2016.

Ms. DeAngelo updated the Trustees on the library's roof leak. The roof has been inspected by Rick Cooper who suggested trying a new silicone product that costs approximately \$300/5 gallon container to stop the leaking. Ms. DeAngelo has been asked to contact Cooper Construction and ask how much will be needed, what is done with any not used, and whether or not it can be easily removed if necessary for a long term solution.

Rebecca Darling, Head of Youth Services: Ms. Darling reported the department had recently led an afterschool enrichment club at Stevens Elementary and had also hosted Charlton Heights' Parents as Reading Partners night. Charlton Heights is currently doing a library card drive.

Spring Session II will start on April 5. Regular programming will continue through Memorial Day and then staff will focus on Summer Reading preparation and school visits.

Ms. Darling has conducted staff evaluations for all Youth Services staff as well as Pages. She will be attending the YSS (Youth Services Section of NYLA) Spring Conference on 4/15/16 in Albany.

Jenn Richard, Head of Adult Services: Ms. Richard updated the Trustees on enhancements to the library's computer services. A wireless printer is now in place for patron use and a policy and procedure for loaning laptops within the Library is in the works. This new option would make laptops available to patrons even when there is a class scheduled within the computer lab. Ms. Richard has coordinated with Mary Carrier to schedule computer classes through the month of April.

Ms. Richard has conducted annual evaluations for the Circulation staff. Staff members are becoming accustomed to the new circulation set-up. Feedback on the renovations and the computer lab has been positive.

#### **Reports of Committees:**

Construction Committee: Ms. DeAngelo and Ms. Hayes indicated that the final payment to Wainschaf Construction will be made once all of the items on the punch list have been resolved. Warranties on the work commence when the 'substantial completion' form is signed. This form was signed on February 9, 2016 so the warranty will be in effect for 12 months from that date. Ms. DeAngelo will send a final report to the state once the project has been formally closed. Our final payment from the state will come at that time.

Mr. Shaginaw thanked Ms. Hayes for helping us keep the project substantially close to budget. The committee will be addressing the roof top units next. Ms. DeAngelo indicated that SALS had approved recommending the library for a NYS Construction Grant that will pay for 75% of the replacement cost of the 2 units already installed in the fall when one of them failed. Ms. DeAngelo indicated that the library will apply for 2 units each year until all six have been replaced.

Personnel Committee: Ms. Hayden reported that the committee has collected feedback from the Trustees and has received a self-assessment from Ms. DeAngelo. The committee will be compiling the information into a final report to present to the Trustees for review at an upcoming board meeting.

Long Range Planning Committee: Ms. Hayden shared consultants that could be called upon to assist the committee in the long range planning process. The Trustees asked Ms. DeAngelo to please request additional details from some of the resources. There was discussion regarding who will perform specific aspects of the process and Ms. DeAngelo will seek clarification. She will also request a sample plan from one of the third parties.

**Unfinished Business:**

Long Range Plan Budget: On a unanimous motion made by Tom Shaginaw, with a second from Susan Tomlinson, the Board of Trustees approved the retention of a consultant to assist with long-range planning at a cost not to exceed \$2,000.

**New Business:**

In-Library Laptop/iPad Loaning Policy: After reviewing a draft policy that would govern the proposed lending of library laptops and iPads to patrons for use within the library building, several suggestions for modifications or clarifications were suggested. The Trustees also discussed the library's Internet Use Policy and the library's Loan Agreement as they relate to this purpose. The new policy will be discussed again at the April board meeting.

SALS Annual Dinner: Ms. DeAngelo stated that all library trustees, employees, and representatives will be invited to the Southern Adirondack Library System's Annual Dinner on May 16, 2016 beginning at 5PM at Excelsior Springs in Saratoga. Ms. DeAngelo will provide the formal invitation, meal choices and cost as soon as they are available.

On a unanimous motion made by Tom Shaginaw, with a second from Michele Hernandez, the Board of Trustees voted to adjourn the public session of the meeting at 8:33 pm and enter executive session to discuss the Library Director's annual review, the pay rate of a specific staff member for the 2017 budget, and the maternity leave plan for a specific staff member. Jenn Richard, Rebecca Darling, and Karen DeAngelo left the meeting at this time. On a unanimous motion made by Beth Bechtel, with a second from Cathy Hayden, the Board of Trustees voted to exit executive session, where no actions were taken, at 9:19 pm.

On a unanimous motion by Tom Shaginaw, with a second by Susan Tomlinson, the Board of Trustees voted to recommend to the Town of Ballston a maternity plan as proposed by Ms. DeAngelo and Ms. Darling.

On a unanimous motion by Cathy Hayden, with a second by Beth Bechtel, the Board of Trustees voted to adjourn the meeting at 9:20 pm.

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