

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
March 29, 2017**

Meeting called to order at: 7:02 pm by Vice President Susan Tomlinson

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

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

Board Minutes: On a motion made by Beth Bechtel, with a second from Cathy Hayden, the Board of Trustees unanimously approved the minutes of the February 22, 2017 Board of Trustees meeting.

Report of Special Funds: Special funds for January were reviewed.

Monthly Financial Statements: Financial statements for February were reviewed and found to be accurate. Custodial supplies and toner expenses were questioned as both were higher than expected for this point in the year. Road salt purchases resulted in the increase in custodial supplies and toner expenses are typically front loaded for the year.

Approval of Bills: The February bills which were reviewed and signed by Cathy Hayden, were unanimously approved by the Board of Trustees on a motion made by Tom Shaginaw, with a second from Beth Bechtel. Ms. Hayden pointed out that expenses were higher than normal primarily due to the painting of the children's room and associated projects. A portion of these expenses will be covered by a grant while the remaining amount is covered within the Library's budget.

Librarians' Reports:

Karen DeAngelo, Library Director: Ms. DeAngelo shared that a school art show and reception would be held at the Library on 04/08/2017.

Two changes in library personnel were reported. Kelly Shaginaw will be moving to a substitute status and Judy Kaplan will be resigning from her position as a library clerk but will continue to run her book club on a contract basis. There are also two open positions the Library is seeking to fill.

Ms. DeAngelo reported that the management team is working on a draft policy for patron conduct that establishes consequences and procedures.

Ms. DeAngelo attended a Repair Café in Kingston recently and is researching the possibility of offering a similar event at the Library. Advertised in advance for a specific date and time, volunteers offer their repair skills (for example, sewing or technology) to attendees of the event.

Rebecca Darling, Head of Youth Services: Ms. Darling reported that she, Mary Conklin and Deborah Roberts-Delamater recently hosted an enrichment club at Stevens Elementary.

During the upcoming school break, the Library will be offering two game nights, a family movie night, read to Leela and a preschool gardening program. Spring session II will begin on April 24.

Thanks to a recent financial donation, additional games have been purchased for circulation making the total available twelve. Usage is being monitored and additional purchases will be evaluated based on demand.

Jenn Richard, Head of Adult Services: Ms. Richard reported enhancing the website to include an employment section and is experimenting with boosted posts on social media in order to increase event attendance.

Programming in March included a 'drop-in technology' class where attendees could ask for help on technology topics of their choosing. The following additional classes were also held: Couponing, Cooking Tips, Real Estate Staging, Wreath Making, Disney Trip planning and a car seat check.

Mr. Zarelli asked whether the Library had considered Narcan training or the possibility of having the drug available at the library in the event of an overdose situation. A defibrillator and training were also discussed.

Reports of Committees:

Personnel: 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 and each Trustee was asked to drop off a completed copy of the form or mail it to a member of the personnel committee within the next two weeks.

Unfinished Business:

Library Closing Policy: On a unanimous motion made by Cathy Hayden, with a second from Beth Bechtel, the Board of Trustees voted to approve the Library Closing Policy with amendments to the third paragraph, last sentence.

New Business:

Surveillance Cameras: Ms. DeAngelo provided the Trustees with a \$3000 installation estimate for three additional security cameras to be located in the hallway by the first floor bathroom, at the circulation desk and at the picnic table area outside the building. The cost is a one-time expense; there are no additional ongoing costs to operate the cameras.

Executive Session:

On a unanimous motion made by Tom Shaginaw, with a second from Beth Bechtel, the Board of Trustees voted to adjourn the public session of the meeting at 8:14 pm and enter executive session in order to discuss the director's evaluation as well as the positions of two specific employees. On a unanimous motion made by Tom Shaginaw, with a second from Beth Bechtel, the Board of Trustees voted to exit executive session, where no actions were taken, at 8:54 pm.

Leave of Absence: On a unanimous motion made by Beth Bechtel, with a second from Steve Zarelli, the Board of Trustees voted to make a recommendation to the Town to approve a 12 week leave of absence for Deborah Roberts-Delamater, commencing March 27 and continuing through July 1, 2017.

Temporary Pay Change: On a unanimous motion made by Tom Shaginaw, with a second from Cathy Hayden, the Board of Trustees voted to make a recommendation to the Town to approve a change in pay for Youth Services Clerk Jennifer Lambiase to \$13.00/hour, commencing March 27 and continuing through July 1, 2017. During this time Ms. Lambiase will be given permission to act as a Person in Charge and the new pay rate will reflect that additional responsibility.

Adjournment:

On a unanimous motion by Cathy Hayden, with a second by Beth Bechtel, the Board of Trustees voted to adjourn the meeting at 8:59 pm.

Minutes submitted by: Susan Slovic, Secretary