

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
May 25, 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 Susan Tomlinson, the Board of Trustees approved the minutes of the April 27, 2016 Board of Trustees meeting.

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

**Monthly Financial Statements:** Financial statements for May 2016 were reviewed. The trustees reviewed the library materials budget and the allocations among types of materials. Toner expense, under office and library supplies, was also reviewed. This line item is over budget but is a result of letting supply inventories decrease during the construction period last year.

**Approval of Bills:** The May 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 Michele Hernandez.

**Librarians' Reports:**

**Karen DeAngelo, Library Director:** Ms. DeAngelo indicated that she would be on vacation from May 26 until June 6, 2016.

Ms. DeAngelo read a note from a Community Room user. The note thanked the librarians for their assistance with the room's projector and indicated that the public notices the changes at the Library, not only in the physical building improvements, but in program improvements as well.

Ms. Darling, Ms. Richard, Ms. DeAngelo and Ms. Tomlinson all attended the SALS dinner meeting on May 16. Ms. DeAngelo accepted the Trustee of the Year Award on behalf of Tom Shaginaw, who was unable to attend.

The Library has received a very generous donation from Mr. William Bechtel in memory of his wife, Karen. The donation is a sculpture of a little girl reading a book. Plans are under way to install the new piece at the main entrance to the library near the existing sculpture of the little boy reading.

Ms. DeAngelo updated the trustees on the Library's landscaping plan. The Town in Bloom liaison with the library will now be Beth Brownell. She will work with landscaper Cory DiCaprio of Superior Landscaping. Annuals will not be planted in the beds near the front of the building; perennials will be providing the color. Mr. DiCaprio will keep the beds mulched, divide large grass plants and remove

bushes that are dying or already dead. Ms. Darling will determine if one or two Volunteers could assist Ms. Brownell in weeding and keeping the beds neat.

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

Jenn Richard, Head of Adult Services: Ms. Richard reported to the trustees that she has scheduled two musical performances at the Library for this summer.

In the future, Cornell Cooperative Extension may be in a position to teach classes at the Library for in-kind services such as space and promotion of services. Ms. Richard will continue to pursue this opportunity.

The new laptop loaning service for in-library use has begun. Some laptops have been circulated, mainly to a tutor that frequently uses the library.

### **Reports of Committees:**

Personnel Committee: Maura D'Auria's exit interview was conducted and provided to Susan Tomlinson.

Cathy Hayden reported that the committee met with Ms. DeAngelo prior to the Board of Trustees meeting to discuss her performance evaluation.

Ms. Hayden asked about record retention for personnel-related documents. In the case of printed and signed performance evaluations, these are to be maintained in paper personnel files. Electronic copies of same should be removed from trustee's email and electronic files.

After further discussion, Ms. Stewart suggested that the Policy Committee consider creating a process and guidelines for handling personnel-related documents going forward.

Long Range Planning Committee: The committee participated in a conference call with Nancy Berkowitz and decided on a date for three focus groups to include staff, trustees and community members respectively. The focus groups will be held on Thursday, June 16, 2016. Phone interviews will also be conducted with community leaders to elicit information about the needs and roles of their organizations.

### **Unfinished Business:**

The Roof: Despite the recent patching with a silicone product, the Library roof continues to leak. Steve Rowland, architect with Butler, Rowland, Mays Architects, Chris Schwenk from Canopy Roofing and Steve Zarelli, President of the Library Board of Trustees recently reviewed the roof situation. In examining the actual leaking areas, it appears that the curving metal roof contributes to a large amount of water being forced through a narrow channel. Mr. Rowland and Mr. Schwenk are recommending steps that would create a larger channel for the water to flow through. This should help reduce the force of the water and also reduce ice jams. They will produce a proposal for review.

As part of the proposal, the Library would also like to consider either internal or external access to the roof that would not require a special ladder. Future New York State Construction grants may be an

opportunity for creating this access. However, the Library also needs to consider the future replacement of four remaining AC units that are original to the building.

New Fine Policy Start Date: Ms. DeAngelo reminded the trustees that a new fines and fees policy had been approved at the October 28, 2015 Board of Trustees meeting to be effective on July 1, 2016. Subsequent to the new schedule of fines and fees taking effect, the Library was also looking to recover library materials that have not been returned and to collect unpaid fines. An amnesty period was to be implemented in which fines could be forgiven with the return of outstanding library materials. Because of tactical issues encountered in implementing the amnesty period and recovery process, Ms. DeAngelo recommended delaying this part of the initiative pending further discussion among the Library management team.

The new schedule of fines and fees will go into effect on July 1, 2016 as planned and will be limited to new activity that occurs after the effective date. The Library staff will work on patron communications.

**New Business:**

Custodial Contract: It was noted in the course of the monthly bill signing that some vendors do not provide an itemization of expenses with their invoices. Going forward, the trustees asked that Ms. DeAngelo request further itemization from certain vendors.

Baum Donation: Ms. DeAngelo indicated that the Friends of the Library recently received a generous donation from the Fredrick W. Baum Fund established through the Schwab Foundation. Discussion ensued regarding monetary donations given to the Friends of the Library and the desire for enhanced understanding on how these donations may be used for library initiatives and programs. Ms. DeAngelo will pursue further conversation between the officers of the Friends of the Library and the Library Board of Trustees.

Jenn Richard/Leadership and Management Academy: Ms. DeAngelo shared with the board that Ms. Richard has requested approval to begin a three-year leadership and management program. There will be a written agreement between Ms. Richard and the library that Ms. Richard will reimburse the library for the cost of any uncompleted courses if she leaves before completing them.

2017 Budget: New Labor Department regulations will impact the Library's 2017 budget. Ms. DeAngelo suggested that the Personnel Committee and the Treasurer of the Board meet to discuss how changes concerning minimum wage and overtime will be factored into budget planning for the following year. Ms. Stewart was also asked to see how the Town's personnel policy will be affected.

In a related issue, Ms. DeAngelo indicated that there have been no applicants for the temporary librarian assistant we are seeking to cover Ms. Darling while she is on leave this summer. On a unanimous motion by Susan Tomlinson, with a second by Beth Bechtel, the Board of Trustees voted to advertise for a temporary Librarian Assistant to be paid \$17.50/hour OR an MLS Librarian to be paid \$20.00/hour.

**Adjournment:**

On a unanimous motion made by Susan Tomlinson, with a second from Beth Bechtel, the Board of Trustees voted to adjourn the meeting at 9:25 pm.

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