

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

**Meeting called to order at:** 7:05 pm by President Steve Zarelli

**Present:** Karen DeAngelo, Library Director; Rebecca Darling, Head of Youth Services

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

Town of Ballston Representative – Kelly Stewart

Community Member – Melia Gordon

**Board Minutes:** On a motion made by Tom Shaginaw, with a second from Cathy Hayden, the Board of Trustees unanimously approved the minutes of the April 26, 2017 Board of Trustees meeting.

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

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

**Approval of Bills:** The May bills, which were reviewed and signed by Steve Zarelli, were unanimously approved by the Board of Trustees on a motion made by Susan Tomlinson, with a second from Susan Slovic.

**Librarians' Reports:**

**Karen DeAngelo, Library Director:** Ms. DeAngelo recounted an incident at the library earlier in the month that required calling the police. As a result of the incident, a letter was sent to a patron informing him that he is no longer allowed on the library property. Town of Ballston Attorney Debra Kaelin assisted with the letter.

In a separate incident, the library was closed 15 minutes early on May 15, 2017 due to the robbery at a nearby retailer. The perpetrators were, at that time, “at large” but have since been arrested.

An update regarding the decision to contract with a new garbage removal service was provided. Because of an early cancellation penalty fee, the library will continue to use the existing provider but will put the service out to bid at the end of the current contract.

The SAM grant is still under review. The State has had questions to which Ms. DeAngelo has responded.

**Rebecca Darling, Head of Youth Services:** Summer reading enrollment has begun. Library staff members are visiting the schools to promote the program and will also participate in the Flag Day Parade on June 8. The library will close early that night due to the parade.

Applications for summer volunteers ends on May 31.

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

**Reports of Committees:**

Personnel: Ms. Tomlinson provided an update on the Director’s evaluation and indicated the Board of Trustees would discuss the content during an executive session later in the meeting.

**Unfinished Business:**

Open Trustee Positions: Ms. DeAngelo provided an update on open Trustee positions. There has been interest from several community members. The Board of Trustees will vote to recommend two candidates to the Town at the June Board of Trustees meeting.

**New Business:**

2018 Budget Discussions: Ms. DeAngelo discussed the anticipated timeline for the budget planning process. In July, the preliminary budget would be presented to the Board of Trustees and in August the Trustees would vote on the budget that would be submitted to the Town. Various topics impacting the process were discussed, including, minimum wage increases and initiatives aimed at enhancing benefits.

Additional discussions will be arranged between the library and the Town regarding open questions concerning vacation and insurance benefits.

Ms. Stewart recounted recent discussions at the Town regarding the importance of a fund balance policy and encouraged the library to develop a policy specific to the Library’s fund balance.

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

- President - Steve Zarelli
- Vice President – Michelle Hernandez
- Secretary – Susan Slovic
- Treasurer – Tom Shaginaw

**Executive Session:**

On a unanimous motion made by Beth Bechtel, with a second from Cathy Hayden, the Board of Trustees voted to adjourn the public session of the meeting at 8:05 pm and enter executive session in order to discuss the library director’s annual performance evaluation. On a unanimous motion made by Cathy Hayden, with a second from Beth Bechtel, the Board of Trustees voted to exit executive session, where no actions were taken, at 8:43 pm.

**Adjournment:**

On a unanimous motion by Susan Tomlinson, with a second by Cathy Hayden, the Board of Trustees voted to adjourn the meeting at 8:44 pm.

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