

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
December 2, 2015**

**Meeting called to order at:** 7:08 pm by President Steve Zarelli

**Present:** Karen DeAngelo, Library Director; Rebecca Darling, Youth Services; Jenn Richard, Adult Services Librarian

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

Town of Charlton Representative – Robert Lippiello

**Board Minutes:** On a unanimous motion made by Susan Tomlinson, with a second from Michelle Hernandez, the Board of Trustees approved the minutes of the October 28, 2015 Board of Trustees meeting (with the exception of the director’s report which was accidentally printed on page 4).

**Report of Special Funds:** Special funds for November 2015 were reviewed and found to be accurate. The library received a generous gift in honor of Laura Long.

**Monthly Financial Statements:** Financial statements for November 2015 were reviewed and found to be within range for this point in the fiscal year.

**Approval of Bills:** The November bills which were reviewed and signed by Cathy Hayden were unanimously approved by the Board of Trustees on a motion made by Beth Bechtel, with a second from Michelle Hernandez. Ms. DeAngelo was asked to investigate the Library Equipment Other line item to determine the nature of the expenses in that area year to date.

**Librarians’ Reports:**

**Karen DeAngelo, Library Director:** Ms. DeAngelo provided a progress report for the replacement of two rooftop heating units that will take place on December 7. Discussion ensued regarding whether the expense would be incurred in 2015 or 2016. Ms. DeAngelo will discuss timing of the payment with the Town and with the vendor and proceed accordingly. The Library has been approved by SALS for a NY State Construction Grant which would potentially cover \$15,000 of the project. The remaining \$5,000 would come from the Library’s Repairs to Building budget.

Mr. Zarelli inquired about the impact to library patrons during the installation. Ms. DeAngelo responded that a crane will be used to lower the units to the building and that traffic would be diverted by Suburban Services Group while they install the units. Subsequent inquiries to Suburban confirmed that there was no need to close off any portion of the Library itself during the installation.

Ms. DeAngelo indicated that she is starting the process to update the long-range plan for the library. The plan will need to be approved in 2016 and will cover 2017 – 2020.

Planning for a staff development day is underway. The tentative date is Tuesday, January 5 in the afternoon and early evening. Possible agenda items include: emergency procedures, workplace

violence training, planning for the 2017-2020 Library Long Range Plan, team building, and renovation impacts on procedures and responsibilities.

Rebecca Darling, Youth Services Librarian: Ms. Darling reported that the Fall Session 2 has ended and the Winter Session 1 begins the first week in December. New teen programs will be tested during this session as will a new 2<sup>nd</sup> Saturdays drop in program featuring a family activity.

Jacob Smithgall has accepted the position of Library Page.

Jenn Richard, Adult Services Librarian: Ms. Richard reported on several initiatives that she has undertaken since moving to a full-time status. She has created a desk schedule for the circulation area and is developing a staff-only password protected page on the library website where news and information can be shared with staff members. Ms. Richard has also created training documents and reference guides to assist staff members in answering patron questions.

### **Reports of Committees:**

Construction Committee: Ms. DeAngelo indicated that the temporary wall is up and renovations are underway. The staff move into the community room has been reasonably smooth and patrons are able to access the internet on the computers now located upstairs.

On December 1, Ms. DeAngelo met with Lisa Hayes and representatives from Wainschaf Construction, Landmark Flooring, and Liedkie Moving and Storage to discuss the best plan for moving the bookcases and furniture, moving the existing flooring, and doing the painting and carpeting. The Library may need to be closed for a period of time in order to accomplish these tasks. Although no items would be due on dates the Library would be closed, staff would still be running things behind the scenes as well as using the opportunity to complete projects.

Ms. DeAngelo indicated that during the construction process, questions concerning the existing electrical wiring have arisen. An electrical engineer working with architect Lisa Hayes will review the situation and provide options. There is the potential for a change order and additional costs if unplanned changes are required.

Ms. Tomlinson commended the library staff on how well they are handling the changes that the construction project has required while continuing to serve our patrons.

Personnel Committee: Ms. DeAngelo reported that the search has been reopened for the Head of Adult Services Librarian. The search will remain open until the position is filled.

Jenn Richard has taken on temporary supervisory and scheduling responsibilities for the library clerks until the Adult Services Librarian position is filled.

Pat O'Brien has resigned from her position as a part-time library clerk. Erin Bishop, who has been substituting for the Library, has agreed to return to cover some of the open shifts. Additional staff members will cover the remaining openings.

### **Unfinished Business:**

**New Business:**

Closing for flooring: On a unanimous motion by Tom Shaginaw, with a second by Cathy Hayden, the Board of Trustees approved closing the Library, if necessary, for a period not to exceed seven days during the months of December or January to complete planned flooring renovations.

Staff Holiday Gift: The Trustees discussed ideas for a holiday gift to staff and Cathy Hayden volunteered to make the necessary arrangements.

Renovation Celebration: Ms. DeAngelo and Ms. Richard discussed tentative plans for a March 5 Renovation Celebration. As part of the celebration, the library has made arrangements with local author Ray O’Conor to provide a talk about his new book, She Called Him Raymond.

Town of Charlton Representative – The Board of Trustees thanked Councilman Robert Lipiello for his years of service representing the Town of Charlton during the Library’s Board of Trustee meetings. His participation will be missed.

On a unanimous motion made by Susan Tomlinson, with a second from Cathy Hayden, the Board of Trustees voted to adjourn the public session of the meeting and enter executive session to discuss the civil service position of a specific person at 8:12 pm. Jenn Richard and Bob Lippiello left the meeting at this time. On a unanimous motion made by Cathy Hayden, with a second from Beth Bechtel, the Board of Trustees voted to exit executive session at 8:42 pm. On a unanimous motion by Susan Tomlinson, with a second by Michelle Hernandez, the Board of Trustees voted to adjourn the meeting at 8:46 pm.

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