

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
April 25, 2018**

**Meeting called to order at:** 7:01 pm by President Steve Zarelli

**Present:** Colleen Smith, Library Director; Rebecca Darling, Head of Youth Services; Jenn Richard, Head of Adult Services

Trustees—Susan Tomlinson, Steve Zarelli, Tom Shaginaw, John Capano, Susan Slovic, Steve Burchett

Town of Ballston Representative – Kelly Stewart

**Board Minutes:** On a motion made by John Capano, with a second from Susan Tomlinson, the Board of Trustees unanimously approved the minutes of the March 28, 2018 Board of Trustees meeting.

**Report of Special Funds:** Special funds for April 2018 were reviewed.

**Monthly Financial Statements:** Financial statements for April 2018 were reviewed.

**Approval of Bills:** The April bills which were reviewed and signed by Susan Tomlinson, were unanimously approved by the Board of Trustees on a motion made by Tom Shaginaw, with a second from John Capano.

**Librarians' Reports:**

**Colleen Smith, Library Director:** Ms. Smith reported on several building issues. The back door handle has been repaired by Edward Mangione Locksmith. The leftmost picture window in the reading room leaked from the middle sash during the wind and rain on April 16. Rick Cooper Construction was contacted to look at the window.

Appolo Heating came to perform annual maintenance to the rooftop units on 4/17. They did not complete the maintenance, however, because of concerns related to the location of the units on the roof. After discussion, the Trustees requested that Ms. Smith discuss the contents of the original bid with Appolo. Since the bid was submitted, there have been no changes to the configuration on the rooftop.

A Carrier Representative attended the Appolo visit to look at the thermostat in the Community Room. They will consult thermostat documentation to see if reprogramming the thermostat would alleviate the inconsistent heating issues experienced in this room.

Under programming news, the new Sound Mind & Body Book Club held its first session. The library also offered Active Shooter Training (4/14) and Active Shooter Drill (4/21) events. They were led by the Saratoga County Sheriff's Office and followed by a session led by Amy Burkert from Community Hospice. Both events were open to the public and staff. We had 24 total attendees and both events were well received. After the drill, Ms. Smith did a walk-through of the building with Deputy Ryan Mahan. The result was a list of best practices and safety enhancements. Ms. Smith will work on getting pricing for the various elements. Ms. Stewart requested details on the training so that the efforts can be documented in the Town's files.

The library ordered new staff name badges for all librarians and clerks. Ms. Smith is continuing to spend time with formal job shadowing in an effort to learn more about the individual roles of staff members and is also conducting inventory on different collections.

The spring 2018 Charlton Town Board Newsletter will include a brief piece about the library and encourages subscriptions to the weekly Ballston Reader and following and liking the library on Facebook to keep up with news and events at the library.

Ms. Smith met with Brandon Smith from BST & Co, the firm conducting the 2017 audit of the Town. Trustees Tom Shaginaw and Steve Burchett also attended.

Jenn Richard, Head of Adult Services: Ms. Richard reported that there were 16 adult programs in April with approximately 100 people attending those programs. Approximately another 100 adults came for the BHBL Art Reception. In May we have the much anticipated author visit with Elizabeth Rosner on the 14th, the Friends Book Sale, and a Red Cross Blood Drive. There are also two new programs coming in May, a composting program with the Schenectady County Cornell Cooperative Extension, and an Introduction to Bullet Journaling.

Spectrum has been contacted about upgrading the internet service to the Library. Someone from Joint Automation will come out and assist with the network setup in order to maintain the level of security currently in place. Many patrons have commented on the slow internet speeds and are happy to hear we are upgrading it.

Ms. Richard will be taking an online Notary class which will be reimbursed by SALS once she has attained the Public Notary Certificate.

Rebecca Darling, Head of Youth Services: Ms. Darling arrived at the library board meeting after attending a meeting with Jenkins Park representatives. The meeting attendees discussed the possibility of story time events to be held in the park over the summer months.

April was a busy month in the Children's Room; the library offered a session of Read to Leela, 15 baby chicks hatched and a new Dwarf Puffer Fish was added to the tank. May is our last month of regular school year programming. The library will be offering the last sessions of the STEM programs, kid's book clubs and story times.

### **Reports of Committees:**

Personnel: Mr. Zarelli indicated that the Trustees would meet in executive session to discuss recent conversations with the library's management team as well as the permanent appointment of the director.

### **Unfinished Business:**

Internet upgrade: Discussed in report from the Head of Adult Services.

Sidewalks and paving: In an effort to receive estimates for improving the sidewalks outside the library, Ms. Smith reported contacting several companies. To date, she has not received any estimates.

Roof bids: Ms. Smith has drafted the bid for roof repairs/unit installation and the Town attorney has reviewed it. Once the content has been finalized, a timeline for the bidding process will be developed. Ms. Smith indicated that a question had arisen regarding whether a separate reimbursement account would be required. Since the library would be paying the invoices and then requesting reimbursement, a separate account was deemed unnecessary. The bidding process is expected to take four to six weeks once started. The timeline specified in the grant for completing the work is between spring and fall.

Security: Discussed in the Library Director's report.

SALS Annual Meeting: Ms. Smith requested that the Trustees provide their RSVPs by the end of the board meeting. The meeting is scheduled for Monday, May 21, 5:00-9:00pm.

**New Business:**

HVAC maintenance: Discussed in the Library Director's report.

Window leak: Discussed in the Library Director's report.

Flag: Ms. Smith informed the Trustees that the library's flag has become worn and will need to be replaced. The old flag will be retired properly.

New Page hire: A motion to appoint Amelia Grace Morrow to the position of library Page, made by Steve Burchett, and seconded by Tom Shaginaw, was unanimously approved.

Trustee renewals: A motion to recommend Susan Tomlinson to the Town for an additional five year appointment to the Library Board of Trustees, made by Tom Shaginaw and seconded by Steve Burchett, was unanimously approved.

Nominating committee selection: The Trustees discussed the need to create a slate of officer candidates for election in June. Ms. Slovic will contact the Trustees prior to the May board meeting to determine individual interests. The Trustees asked that Ms. Smith review the bylaws for information regarding term limits for filling officer positions.

Water fountain: Mr. Zarelli inquired about whether the water fountain located on the ground floor of the library provided filtered water. Ms. Smith indicated it does not and offered to research pricing for more modern water coolers, including those that you can use to fill a water bottle. Discussion ensued regarding the possibility of placing additional water coolers upstairs and/or in the employee breakroom.

Travel policy: Ms. Smith shared that there is some confusion over what expenses are reimbursed when a staff member travels on approved business. Ms. Darling and Ms. Richard recently attended a library conference out of state and requests for reimbursement of sales tax on hotel and meal expenditures was declined by the Town of Ballston.

Ms. Smith will work with the Town to clarify their travel policy and what expenses will or will not be reimbursable. In the meantime, the Trustees discussed reimbursing the librarians, from the library's Trustee Account, for expenses incurred. On a unanimous motion by Steve Burchett, with a second by John Capano, the Trustees approved on a one-time basis, reimbursements from the Trustee Account for actual expenses incurred while attending the 2018 PLA conference that were not reimbursed by the Town, not to exceed \$200.

Book return: Mr. Capano inquired about the status of the outside book return. Ms. Darling indicated that the library is waiting for estimates. Once received, the project will be added to a future meeting agenda for further discussion.

NYLA PLS Spring Conference: Ms. Smith indicated the NYLA PLS (Public Libraries Section) Spring conference will be held on June 1 in Rochester and provided the Trustees with estimated travel expenses. The Trustees discussed the travel budget and on a motion by Susan Tomlinson with a second by John Capano, unanimously approved a recommendation to the Town of Ballston to approve Ms. Smith's attendance at the conference with one overnight stay and travel expenses at approximately \$500. Mr. Shaginaw suggested looking into a rental car to possibly reduce mileage expenses.

**Executive Session:**

On a unanimous motion made by Tom Shaginaw, with a second from John Capano, the Board of Trustees voted to adjourn the public session of the meeting at 8:26 pm and enter executive session in order to discuss the Personnel Committee's meeting with the library's leadership team as well as the permanent appointment of the library director. On a unanimous motion made by Steve Burchett, with a second from Susan Tomlinson, the Board of Trustees voted to exit executive session, where no action was taken, at 8:50 pm.

**Adjournment:**

On a unanimous motion by Susan Tomlinson, with a second by Steve Burchett, the Board of Trustees voted to adjourn the meeting at 8:51 pm.

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