

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
January 31, 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—John Capano, Steve Burchett, Susan Tomlinson, Steve Zarelli, Tom Shaginaw, Michelle Hernandez, Susan Slovic

Town of Ballston Representative – Kelly Stewart

Town of Charlton Representative – Doug Ranaletto

Community Members – Bill Goslin and Kim Kotkoskie representing the Town of Ballston Route 50 Sewer Project

Presentation: Bill Goslin and Kim Kotkoskie presented information about the Route 50 Sewer Project. If implemented, the library would be impacted as it is located with the boundaries of the proposed district. The Town of Ballston anticipates voting on the issue in February and sending it to impacted voters for a referendum.

The Town is evaluating this project in light of the active Ballston Lake Sewer District project that will be implemented in the coming years. The proposed project could link to the existing lake project. If the Route 50 project moves forward, the library would link into the new public sewer line and be assessed a yearly cost based on the expected usage. The library's existing septic tank would need to be decommissioned.

Board Minutes: On a motion made by Michelle Hernandez, with a second from Susan Tomlinson, the Board of Trustees unanimously approved the minutes of the November 29, 2017 Board of Trustees meeting.

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

Monthly Financial Statements: Financial statements for December 2017 and January 2018 were reviewed.

Approval of Bills: The December bills which were reviewed and signed by John Capano, were unanimously approved by the Board of Trustees on a motion made by Tom Shaginaw, with a second from Michelle Hernandez. The January bills, which were reviewed and signed by Michelle Hernandez, 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 that 111 community members attended the Open House event on January 27, 2018. Special thanks go to all of the volunteers and members of the Friends that provided assistance with the preparations and event. Two beautiful flower arrangements were donated by Country Florist.

A team building event for all library staff was held on January 28, 2018. Jenn Richard and Rebecca Darling thanked all staff members for their support during the Library Director vacancy and recognized Jenn Lambiase and Deborah Fiedler for taking on additional duties during that time.

In March, the library will be offering a new non-fiction book club dedicated to health and wellness.

Ms. Smith is planning to attend Library Advocacy Day in Albany on February 28, 2018.

Rebecca Darling, Head of Youth Services: Youth services program attendance grew from 7,681 participants in 2016 to 9,802 participants in 2017. Programs offered also grew from 356 in 2016 to 416 in 2017 partially due to grant money.

Summer Reading preparations are underway and Youth Services Staff will be attending several workshops and conferences over the coming months.

Jenn Richard, Head of Adult Services: Adult services program attendance grew from 900 participants in 2016 to 1,026 participants in 2017. Programs offered also grew from 82 in 2016 to 124 in 2017 with the help of the Seed Challenge/Technology Grant received from SALS.

Programming additions that were popular last year included drop-in technology help sessions, cookie decorating and yoga offerings. The weekly newsletter has been changed over to a new provider that allows for mobile optimization.

Reports of Committees: None

Unfinished Business: None

New Business:

SAM Grant Update: Ms. Smith reported that the grant was submitted and received by DASNY. Once approved the funds will help fund the replacement/repairs of the roof as well as the purchase and installation of roof top units.

Approve NYS Annual Report: Ms. Smith conveyed that the annual report is due to New York State on March 1, 2018. She is awaiting information from SALS and New York State but anticipates bringing the report to the February Board of Trustees meeting for approval. The report will be submitted to SALS by February 15.

Change of Main Level Restrooms to Family Restrooms: Ms. Smith indicated that there have been no problems with the library's restrooms since signs went up to educate patrons about what cannot be flushed in the toilets. However, at times there are lines for one or the other downstairs bathrooms which are currently marked individually for either male or female use. In addition, there has been

confusion over which bathroom to use when caregivers are not the same sex as the person(s) they are caring for. After discussion, signs will be placed on both bathrooms making them 'family restrooms' and available to anyone.

Community Room Policy: The Board of Trustees discussed the interpretation of the library's community room policy after some recent questions arose. At issue was whether the policy allowed third parties to charge a materials or training fee to attend a function in the community room. The Trustees were of the opinion that meetings held by outside parties should be open and free to the public. Requiring a fee for materials or training in order to attend a meeting would generally be looked at the same way as charging an admission and would not be permitted.

Friends Book Sale Proceeds: Ms. Smith shared a request from The Friends of the Library asking the Trustees to reconsider the existing agreement of a 50/50 split of proceeds from Book Sales. The Friends would use 100% of the proceeds to benefit the library but due to their bylaws and IRS regulations would not be permitted to fund staff recognition and development initiatives. The Trustees suggested an invitation to the Friends to discuss the request further in a face to face meeting.

Adjournment:

On a unanimous motion by Steve Burchett, with a second by Michelle Hernandez, the Board of Trustees voted to adjourn the meeting at 8:38 pm.

Minutes submitted by: Susan Slovic, Secretary