

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
June 28, 2017**

Meeting called to order at: 7:04 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, Susan Tomlinson, Tom Shaginaw, Cathy Hayden, Steve Zarelli, Michelle Hernandez

Community Member – John Capano, Steve Burchett, Vera Prosper, Vince Speenburgh

Welcome to Trustee Applicants: Mr. Zarelli opened the meeting by describing the expectations of the Trustees.

Board Minutes: On a motion made by Cathy Hayden, with a second from Michelle Hernandez, the Board of Trustees unanimously approved the minutes of the May 31, 2017 Board of Trustees meeting.

Special Meeting Minutes: On a motion made by Beth Bechtel, with a second from Susan Tomlinson, the Board of Trustees unanimously approved the minutes of the June 13, 2017 Special Meeting of the Board of Trustees.

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

Monthly Financial Statements: Financial statements for June were reviewed.

Approval of Bills: The June 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 Susan Tomlinson.

Librarians' Reports:

Karen DeAngelo, Library Director: Ms. DeAngelo reported on a roof leak in the children's bathroom. Canopy roofing came and resolved the issue.

Rebecca Darling, Head of Youth Services: Ms. Darling reported that summer reading enrollment has begun – nearly 500 have signed up. Ms. Darling reported that four programs that cumulatively involved nearly 100 people, were conducted on June 28. Ms. Darling further reported on two upcoming programs sponsored by the Friends – life size game and laser tag.

Deb Roberts-Delemater returned to work and announced her retirement as of August 31, 2017.

Jenn Richard, Head of Adult Services: Ms. Richard reported the addition of 4 new computers in the upstairs area.

Reports of Committees:

Personnel: Susan Tomlinson reported that the Personnel Committee met with the Director on the Director's evaluation.

Unfinished Business:

Open Trustee Positions: Ms. DeAngelo provided an update on open Trustee positions. 5 applications have been received. One was retracted; the four remaining candidates attended the meeting.

Steve Zarelli solicited comments from candidates. Vera Prosper withdrew her application based on the role of the board and her interests. Ms. Prosper offered to engage in targeted volunteering opportunities – runs focus group, etc.

2018 Budget Discussions: Mr. Shaginaw and Ms. DeAngelo described the approach to this year's budget planning and outlined data analysis comparing the library to others in Saratoga County. Changes in staffing will result in flexibility within expected revenue amounts.

In July, the preliminary budget will be presented to the Board of Trustees and in August the Trustees will 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.

Director Search: – Ms. Deangelo reported that the job posting for the new director was published in many places on June 28. Responses are due on August 1.

New Business:

None.

Executive Sessions:

On a unanimous motion made by Cathy Hayden, with a second from Beth Bechtel, the Board of Trustees voted to adjourn the public session of the meeting at 8:10 pm and entered executive session in order to discuss new trustee election, on a unanimous motion made by Susan Tomlinson, with a second from Beth Bechtel, the Board of Trustees voted to exit executive session, at 8:35 pm.

The Board of Trustees unanimously approved a motion to made by Sue Tomlinson, with a second from Beth Bechtel, to nominate Steve Burchett to replace Cathy Hayden (3 years) and to nominate John Capano to replace Beth Bechtel (2 years), with the recommendation to be made at the town meeting on June 29.

On a unanimous motion made by Michelle Hernandez, with a second from Cathy Hayden, the Board of Trustees voted to adjourn the public session of the meeting at 8:45 pm and enter executive session in order to discuss director search, and the interim director compensation.

On a unanimous motion made by Cathy Hayden, with a second from Sue Tomlinson, the Board of Trustees voted to exit executive session, where no actions were taken, at 8:54 pm.

On a motion by Cathy Hayden, with a second from Beth Bechtel, the Board of Trustees voted unanimously to extend the person in charge status of Deborah Fiedler as previously arranged (see April 26, 2017 minutes) and Jennifer Lambiase as previously arranged (see March 29, 2017 minutes), through the tenure of the interim director, or until 15 October, 2017, whichever is earlier.

On a unanimous motion made by Michelle Hernandez, with a second from Cathy Hayden, the Board of Trustees voted to adjourn the public session of the meeting at 9:00pm and enter executive session to resume the discussion on the director search and interim director compensation.

On a unanimous motion made by Cathy Hayden, with a second from Susan Tomlinson, the Board of Trustees voted to exit executive session at 10:00pm.

On a motion from Tom Shaginaw, with a second from Beth Bechtel, the board voted unanimously to recommending the interim Director salary be set at \$57,500/year effective July 30, 2017.

Adjournment:

On a unanimous motion by Susan Tomlinson, with a second by Cathy Hayden, the Board of Trustees voted to adjourn the meeting at 10:20 pm.

Minutes submitted by: Tom Shaginaw, Treasurer