

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
November 29, 2017**

**Meeting called to order at:** 7:02 pm by President Steve Zarelli

**Present:** Rebecca Darling, Interim Library Director / 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

Community Member / Incoming Library Director – Colleen Smith

**Board Minutes:** On a motion made by Susan Tomlinson, with a second from Michelle Hernandez, the Board of Trustees unanimously approved the minutes of the October 25, 2017 Board of Trustees meeting with a spelling correction (the name Appolo in the Building and Grounds report) and the incorrect date of the Board Meeting (should be October 25, 2017).

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

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

**Approval of Bills:** The November 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 by Steve Burchett.

**Librarians' Reports:**

**Rebecca Darling, Interim Director / Head of Youth Services:** Winter registration for programming is underway. Momma's Moving Yoga for parents and children filled the first day and another session will be added in February. Two new STEM programs for elementary students were added and STARLAB, the Mobile Planetarium will be coming to the library. An extra-long table top game night is planned for winter break.

**Jenn Richard, Head of Adult Services:** Ms. Richard reported attending a variety of informative workshops at the NYLA conference she attended November 8-11. Ms. Richard is working with Ms. Darling to create a winter reading program that will likely run from December break through February break and include all ages.

**Reports of Committees:**

**Building and Grounds:** Mr. Shaginaw reported that Appolo Heating Inc. is now under contract for regular maintenance of the library's heating/cooling units.

Ms. Darling has written a grant for \$5000 from SALS. The grant would be used to install an outdoor book drop so that patrons would be able to return books without leaving their vehicle. The library would be required to match funds. If we receive the grant, Butler Rowland Mays Architects would be hired to ensure that the placement would be ADA compliant. The Town of Ballston would handle installation. The Trustees inquired about the capacity of the box and any staffing that would be needed to empty it over long weekends. Ms. Darling was also asked to speak with the Town highway department to ensure that potential placement would not hinder snow plowing.

On a motion made by Tom Shaginaw and seconded by Steve Burchett, the Board of Trustees unanimously approved a motion for Ms. Darling to submit the grant request as prepared.

Budget: Mr. Shaginaw provided an update on discussions with the Town of Ballston. Previously, it was anticipated that the library would need to tap the fund balance for approximately \$16,000 in 2018. Since then, the Town has authorized a modest revenue increase relative to 2017 and refined data on healthcare insurance has reduced 2018 anticipated expenses. As a result, the impact to the fund balance for the 2018 budget is less than \$2,000.

**Unfinished Business:**

Budget Discussion: Covered under Reports of Committees.

Roof and Building Issues: Ms. Darling reported ongoing problems with plugged toilets and overflowing sinks. Plumbers were called to jet the lines. In the process, they were able to see blockages. Library management is reviewing signage to educate patrons on items that cannot be flushed. An estimate for sinks with automatic shutoffs is being researched as is replacing paper towels with blowers.

An electrician has been to the library several times to replace ballasts that have burned out and needed to be replaced, including restroom lights. Replacing all of the lights with LED was discussed recognizing that it would be a large capital expense but could provide long-term savings.

Library Tax ID Number: Ms. Darling provided an update on the IRS suspension of the library's tax ID number that is used when applying for grants. The IRS requested supporting documentation which Ms. Darling has supplied. The IRS has 30 days in which to respond to the library's request to be reclassified as a government entity rather than reinstated as a charitable organization.

Staff Training – Active Shooter Training: Deputy Cooper and Deputy Ryan from the Saratoga County Sheriff's Office conducted an active shooter review and training at the library on November 27, 2017. They recommended that the library conduct an actual drill. Staff recommended that if a drill is conducted, it be done on a Sunday when the library is closed. The Deputies indicated that the public could be invited to attend as well.

The Trustees inquired as to whether our insurance covers programming of this nature during non-library hours. Ms. Darling and Ms. Richard asked the deputies to do more frequent visits and to patrol through

the parking lot. They will also request additional information about what a drill would entail and guidance on scheduling/publicizing it.

On related notes, options and pricing for panic buttons are being researched and a fire drill will be scheduled with the fire department for a time when the library is closed.

Loitering/Patron Code of Conduct: The Town Attorney provided Ms. Darling with language for a no loitering sign to be placed in the library vestibule. The sign has since been posted and brighter lighting installed. Since then, there have been no further incidents.

**New Business:**

Fund Balance: Mr. Shaginaw reported that the Town discussed earmarking a predetermined portion of the fund balance for designated projects. The Trustees discussed this and on a motion made by Tom Shaginaw and seconded by Susan Tomlinson, the Board of Trustees unanimously approved a motion to earmark \$70,000 from the library's fund balance towards matching funds for future construction projects.

PLA Conference March 20-24, 2018: Ms. Darling reported that the librarians met to discuss professional development opportunities in 2018 and determine a plan of action. The PLA Conference will be held in Philadelphia in 2018 and Ms. Darling requested approval from the board for her and Ms. Richard to attend. Early registration discounts are available for those who have a personal membership in the organization. The Trustees discussed past practice where librarians purchased these memberships out of pocket. Ms. Darling was asked to look into the costs of membership and whether there was a way for the library to assume the costs.

On a motion by Tom Shaginaw and seconded by Susan Tomlinson, the Board of Trustees unanimously approved Ms. Richard and Ms. Darling to travel to and attend the PLA conference in March 2018.

Professional development for the incoming library director was also discussed. While Ms. Smith will not be able to attend the PLA conference in order to maintain required staffing of the library, Mr. Zarelli suggested that she look into the costs to attend the ALA conference in New Orleans on June 21-26 in 2018 and the Board would look into how to support her attendance.

Staff Development: Ms. Darling presented ideas for teambuilding. On a motion by Steve Burchett and seconded by Susan Tomlinson, the Board of Trustees unanimously approved up to \$450 in estimated expense to be taken from the Trustee Fund for an exercise in January.

Staff Holiday Gift: The Trustees discussed a holiday gift to staff and Ms. Slovic volunteered to make the necessary arrangements.

Open House: The Trustees requested that library management create a plan for an Open House event that would welcome Ms. Smith to her new position and recognize and thank Ms. Darling for her efforts during the transition.

**Adjournment:**

On a unanimous motion by Stephen Burchett, with a second by John Capano, the Board of Trustees voted to adjourn the meeting at 8:29 pm.

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