

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
October 24, 2017**

Meeting called to order at: 7:05 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

Town of Ballston Representative – Kelly Stewart

Board Minutes: On a motion made by Sue Tomlinson, with a second from Steve Burchett, the Board of Trustees unanimously approved the minutes of the September 27, 2017 Board of Trustees meeting with a spelling correction (Sheriff (active shooter paragraph)), the inclusion of the clause “to the Town of Ballston relative to 2017 funding” in describing the zero increase on the budget, and to strike the dollar amount in the Temporary pay change.

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

Monthly Financial Statements: Financial statements for October were reviewed.

Approval of Bills: The October bills, which were reviewed and signed by Steve Burchett, were unanimously approved by the Board of Trustees on a motion made by Tom Shaginaw, with a second by John Capano.

Librarians’ Reports:

Rebecca Darling, Interim Director / Head of Youth Services: Ms. Darling reported that Youth Services is finishing fall session of programming, and preparing for the winter programming. The winter programming will be very full; keeping everything slated and adding STEM content. The new winter program brochure will be sent out at the end of October. The Youth book clubs are very active and fully subscribed. Working with the Friends of the Library, there will be a program to make ornaments for festivals. Rong-Jane Chen started as new library assistant on October 3. Ms. Darling reported that the efforts to rejuvenate the fish tank were successful. More fish will be added on 26 October. The Friends of the Library will support cleaning of the fish tank in 2018.

Ms. Darling reported that she is working with Saratoga County civil service to refine and update employee data. The Friends of the Library book sale collected \$842, a portion of which will be used to support mini golf on February 23 & 24, 2018.

Jenn Richard, Head of Adult Services: Ms. Richard reported that the team is working on new programs. Ms. Richard outlined a special collections report, noting that Museum passes are especially popular. Special collections are being monitored for future adjustment. The Flu shot program in October was less effective than hoped, as a late change drove a mis-alignment of expectations. Immediately before the event, the organization providing the service indicated they were seeking registered patients, while the library anticipated walk ins throughout.

Reports of Committees:

Budget: Mr. Shaginaw reported that the Library's proposed 2018 budget is included in both the Town of Charlton and the Town of Ballston draft budgets as previously described. It was learned, at the Town of Ballston's budget work shop, that the town may see a change in their 2018 budget relative to the 2017 amounts. If so, the library has expressed interest in increasing from the current 0% revenue change request. The library continues to work with the town.

Personnel: Mr. Zarelli stated that town approved Colleen Smith as the new Library Director. Ms. Smith passed the background check that was run at the suggestion of SALS. It was noted that other hiring actions should perhaps include such background checks. The idea is moved to policy committee for a recommendation. It was noted that it will be critical to capture what content in the returns would qualify/disqualify someone for employment. The Policy Committee will work with SALS. Ms. Darling has been in contact with Ms. Smith to facilitate the transition. Ms. Smith will begin in early December, and the board, along with Ms. Darling and Ms. Richard drafted a statement to staff and a statement to the public.

Ms. Darling reported that there is a staff training half-day on October 27. There is strong participation from the staff. Additionally, Ms. Darling noted that a representative of the Saratoga County Sheriff's office will conduct an active shooter review and training at the library on November 27.

Girlscouts refreshing cabin. (HELP!)

Buildings and Grounds: Mr. Burchett and Mr. Shaginaw reported on the data received for maintenance of the roof top units. On a motion made by Steve Burchett, seconded by Michelle Hernandez, the Board of Trustees unanimously approved a motion to select Apollo Heating Inc. for regular maintenance of the heating/cooling units pending a single clarification of their quote.

Ms. Darling reported that Wiring Concepts has been replacing bulbs, and working on the upstairs lighting, which are perceived as failing too frequently. Integra LED wants to present LED solutions to the library. An LED solution is potentially attractive for reducing on-going expense. Frequently, the relatively high investment (capital) expense can be offset through grants. Steve Burchett to explore the LED alternative.

Unfinished Business:

Budget Discussion: Covered under Reports of Committees.

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 is processing the library's request to be reclassified as a gov't entity rather than a reinstatement as a charitable organization.

New Business:

2018 Holiday Schedule: Ms. Darling outlined a proposed 2018 Library Holiday Schedule. The proposed schedule met with little concern except the board asked that Veteran's day be included (rather than cited as a floating holiday, as originally proposed). On a motion made by Steve Burchett, seconded by Sue Tomlinson, the Board of Trustees unanimously approved a motion to implement the 2018 Holiday schedule here:

NEED Schedule!

Loitering/Patron Code of Conduct: A patron complained of being startled by finding another patron standing in the notch in front of the fire door inside the foyer of the library after hours (using wi-fi). The light above the fire door has been replaced (making the notch more visible to others walking into the foyer.) The aim is to ensure patrons wishing to return books after hours are comfortable entering the foyer. If the library leadership see this situation arise, they will appeal to the patron to not stand in the foyer to use the wi-fi. There was discussion about how the loitering policy might address this. Ms. Darling will contact the Town Attorney for guidance.

Transition Plan: Ms. Darling outlined the library's operating plan to best facilitate the integration of the new director. Initially, the existing scheduling approach will be maintained, with Ms. Smith joining to shadow operations.

Patron reinstatement request: A patron who'd been barred from the library due to a series of issues, including occurrences that required police intervention, has requested reinstatement. Ms. Darling will connect with the town lawyer on how to achieve reinstatement.

Adjournment:

On a unanimous motion by Michelle Hernandez, with a second by John Capano, the Board of Trustees voted to adjourn the meeting at 9:03 pm.

Minutes submitted by: Tom Shaginaw, Treasurer