

**Town of Ballston Community Library**  
**Board of Trustees Meeting Minutes**  
**October 28, 2015**

**Meeting called to order at:** 7:08 pm by President Steve Zarelli

**Present:** Karen DeAngelo, Library Director; Rebecca Darling, Youth Services

Trustees—Susan Tomlinson, Tom Shaginaw, Susan Slovic, Cathy Hayden, Beth Bechtel, Michelle Hernandez

**Board Minutes:** On a unanimous motion made by Beth Bechtel, with a second from Michelle Hernandez, the Board of Trustees approved the minutes of the September 30, 2015 Board of Trustees meeting.

**Report of Special Funds:** Special funds for October 2015 were reviewed.

**Monthly Financial Statements:** Financial statements for October 2015 were reviewed and found to be within range for this point in the fiscal year.

**Approval of Bills:** The October bills which were reviewed and signed by Beth Bechtel were unanimously approved by the Board of Trustees on a motion made by Tom Shaginaw, with a second from Michelle Hernandez.

**Librarians' Reports:**

**Karen DeAngelo, Library Director:** Ms. DeAngelo reported that she has had continuing conversations regarding disaster preparedness with Dennis Pokrzewka, Emergency Management Operations Committee Liaison from the Town of Ballston. Because of the Library's technical assets and community space, it is believed that the Library could be a command center in the event of an emergency in our community.

Ms. DeAngelo recently attended a seminar regarding bed bugs and the importance of the Library having a safety and health policy should the Library ever experience this problem. It was suggested that the Policy Committee review policies from other libraries that may address this area.

Ms. DeAngelo also reported that the Friends of the Library are providing \$5,000 to purchase a new circulation desk for the Library. The Library is very appreciative of this donation and will recognize the Friends with a plaque on the front of the new desk.

**Rebecca Darling, Youth Services:** Ms. Darling reported that the NYLA Conference she attended October 21-24 was very informative. Specifically, a program on safety and security in the library offered tactics that will be discussed with staff at or before the next Staff Development Day.

Ms. Darling is recruiting for a new Library Page. Laura Belrose has resigned her position.

Preschool programs are going well and the registration programs are full. Due to the planned construction, there will be no half day programming this fall.

Ms. Bechtel inquired as to whether the Annual Tree Lighting ceremony would take place this year due to the construction project. The Library intends to hold the ceremony in conjunction with the Burnt Hills Ballston Lake Business & Professional Association on the first Tuesday in December. Usage of space within the Library will be limited.

**Reports of Committees:**

**Construction Committee:** Mr. Shaginaw reported that the construction budget is still on track. He indicated that the Town has been presented with the overall Library budget for the coming year and updated on the construction budget. During these discussions, the Town indicated that they hope to reconcile the account books for 2013 and 2014 prior to year-end.

Ms. DeAngelo discussed the construction calendar. Work will start on November 9<sup>th</sup>. The Library anticipates closing from the 9<sup>th</sup> through the 11<sup>th</sup> of November in order to allow the contractors to erect a safety wall and begin the demolition portion of the construction. Work is scheduled to be complete in early February. Construction meetings are planned for every other Friday at noon starting November 20, 2015.

The Town Highway Department workers picked up the furniture that is being repurposed, stored, or disposed of and also helped move furniture within the library. We are very grateful for all that they did.

**Personnel Committee:** Beth Bechtel reported that second interviews have occurred or will be occurring with three applicants for the Head of Adult Services Librarian II position. Ms. DeAngelo indicated that there is a panel of six interviewers: Beth Bechtel, Rebecca Darling, Karen DeAngelo, Deborah Fiedler, Cathy Hayden and Deborah Roberts-Delamater.

**Unfinished Business:**

**Construction/Voice and Data:** Ms. DeAngelo reported that Global Communications has started the cabling work for the temporary set-up. Additional electricity will be provided by the electrician in the community room.

**Fines and Fees Policy:** The Trustees reviewed research on the fines and fees currently assessed by other local libraries. Discussion ensued regarding the fee per day charged for overdue items as well as the cap that could be assessed.

On a unanimous motion by Cathy Hayden, with a second from Susan Tomlinson, the Board of Trustees voted to make the following changes effective July 1, 2016:

- Increase the per day fine for an overdue book to \$.15 per day with a cap of \$10;
- Increase the per day fine for all overdue audio or video items to \$1.00 per day with a cap of \$10.

There will also be a well-advertised amnesty period before the new fines go into effect.

Closing Saturday after Thanksgiving: On a unanimous motion by Beth Bechtel, with a second by Cathy Hayden, the Board of Trustees approved closing the Library on Saturday, November 28, 2015.

**New Business**

Closing November 9 & 10 for building safety wall: On a unanimous motion by Susan Tomlinson, with a second by Tom Shaginaw, the Board of Trustees approved closing the Library on November 9 and 10, 2015 for purposes of building a safety wall for the upcoming construction.

Construction Calendar Review: Covered under the Construction Committee Report.

PLA Conference: Ms. DeAngelo presented the Board of Trustees with details for the 2016 Public Library Association Conference in Denver, Colorado. The conference is specifically geared toward public libraries and is held every two years. One of the topics covered will be Project Outcome, a performance measurement initiative, implementing surveys and using online tools and resources. The cost to attend is anticipated to be \$1,505 and the 2016 budget line for Travel and Memberships is adequate to cover the expense.

On a unanimous motion made by Beth Bechtel, with a second from Susan Tomlinson, the Board of Trustees voted to approve Ms. DeAngelo's attendance at the Public Library Association Conference in Denver from April 5-9, 2016.

On a unanimous motion made by Susan Tomlinson, with a second from Michelle Hernandez, the Board of Trustees voted to adjourn the meeting at 8:37pm.

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