

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
August 31, 2016**

Meeting called to order at: 7:7:05 pm by President Steve Zarelli

Present: Karen DeAngelo, Library Director; Jenn Richard, Head of Adult Services

Trustees— Cathy Hayden, Michele Hernandez, Tom Shaginaw, Susan Slovic, Susan Tomlinson, Steve Zarelli

Town of Ballston Representative – Kelly Stewart

Board Minutes: On a motion made by Susan Tomlinson, with a second from Michele Hernandez, the Board of Trustees unanimously approved the minutes of the July 29, 2016 Board of Trustees meeting with the following amendment. *Liaison to the Friends of the Library: Attendance will be rotated among trustees as available.*

Report of Special Funds: Special funds for August 2016 were reviewed.

Monthly Financial Statements: Financial statements for August 2016 were reviewed and found to be within range for this point in the fiscal year.

Approval of Bills: The August bills, which were reviewed and signed by Michele Hernandez were unanimously approved by the Board of Trustees on a motion made by Tom Shaginaw, with a second from Cathy Hayden. Ms. Hernandez noted that the invoice for the unplanned replacement of the rooftop unit was among the invoices paid in August.

Librarians' Reports:

Karen DeAngelo, Library Director: An article called "Locally Grown", written by Ms. DeAngelo, will be featured in the September Library Trustees Association of New York State publication. The article discusses the positive relationship between the library and community businesses and organizations and how our library has worked to foster these alliances.

Ms. DeAngelo and Ms. Richard are participating in a pilot program with Adam Mason of Centersquare, Inc. to test an app that Centersquare has developed. The app uses beacons to provide library information to those patrons entering the library that have downloaded the app to their Apple or Android device. Mr. Mason has been participating in an incubator program at RPI.

Ms. DeAngelo reported that a staff member was made uncomfortable by a patron. An incident report form was completed and the issue was discussed with the patron.

Rebecca Darling, Head of Youth Services: No verbal report.

Jenn Richard, Head of Adult Services: Ms. Richard reported that there are 38 adult library programs, which includes computer classes, scheduled between Labor Day and Christmas. This is an increase from

about 15 programs offered last year during this time frame (due in part to the construction taking place last year).

Fall programming will include expanded computer class offerings and some new additions; including a non-alcoholic paint and sip program, a trivia night, an adult cooking program with Jodie Fitz and another Red Cross blood drive.

Aux cables have been ordered to circulate with Playaways. The aux cables allow someone to plug a Playaway into their car if they have an input/aux port. Many new cars do not include CD players.

Ms. Richard reported that she has been working with Ms. DeAngelo on new grant ideas, including grants that may allow for an overhead projector in the computer lab.

Reports of Committees:

Long Range Planning Committee: Ms. DeAngelo reported that more than 100 surveys have been completed to date. The survey will remain open into the beginning of September. Interviews with community leaders are in process. We will compile results in September, create a draft for review in October and finalize the plan in November 2016.

Unfinished Business:

Baum Donation/Friends: The Board of Trustees discussed a request by the Friends of the Library to return a check issued to the Library by the Friends earlier this year. Due to circumstances outside of the Board's control, legal guidance from the Town of Ballston's attorney could not be obtained regarding the request. In the absence of this guidance, the Board could not authorize repayment. Rather than continuing to revisit the matter, the Board asked Mr. Zarelli to speak with the Friends and indicate that the Library staff, as they have done historically, will honor the donor's wishes and use the funds as they have been used in the past. The staff will provide the Friends with an accounting of each expenditure from the fund, in advance whenever possible. The Board appreciates the hard work, thoughtfulness and passion of the Friends and encouraged Mr. Zarelli to invite anyone who has further questions or comments to attend the Library Board of Trustees meeting on September 28 at 7pm.

2017 Budget: Ms. DeAngelo and Mr. Shaginaw presented a proposed 2017 budget. Discussion ensued regarding the new Labor Department regulations and their impact as well as trends with other budget line items. On a motion by Susan Tomlinson, with a second by Michele Hernandez, the Board of Trustees unanimously accepted the budget proposal as presented for submission to the Town of Ballston and the Town of Charlton.

Fines for Audiobooks: The Trustees discussed changes to fines and fees that were implemented in July, specifically the fine for an overdue audio book. Fines for overdue audiobooks were increased from \$.10/day to \$1.00/day, which is consistent with an overdue movie. The fine for an overdue printed book recently moved from \$.10/day to \$.15/day.

On a motion by Cathy Hayden, with a second from Tom Shaginaw, the Board of Trustees unanimously approved changing the fine for an overdue audio book to \$.15/day in order to be consistent with printed books and to simplify the overdue fines schedule.

Website photo of Trustees: A new photo of the current group of Trustees will be added to the library's website.

New Business:

Appoint temporary Librarian 1: A motion to appoint Erin Green to the position of temporary Librarian 1, made by Susan Slovic and seconded by Susan Tomlinson, was unanimously accepted.

Appoint new Page: A motion to appoint Katya Zablocki to the position of library Page, made by Cathy Hayden and seconded by Michele Hernandez, was unanimously accepted.

November Meeting Date: Town of Ballston Community Library Board of Trustees meetings are typically held on the last Wednesday of the month. When this date falls on the day before Thanksgiving, the November meeting is moved to the first Wednesday in December. This year, the last Wednesday of the month is November 30. The November meeting for the Board of Trustees was confirmed for November 30, 2016.

Executive Session:

On a unanimous motion made by Cathy Hayden, with a second from Michele Hernandez, the Board of Trustees voted to adjourn the public session of the meeting at 9:28 pm and enter executive session to discuss a specific person as the possible replacement for an open Clerk position. Tom Shaginaw left the meeting at this time. On a unanimous motion made by Cathy Hayden, with a second from Michele Hernandez, the Board of Trustees voted to exit executive session, where no actions were taken, at 9:40 pm.

Adjournment:

On a unanimous motion by Cathy Hayden, with a second by Michele Hernandez, the Board of Trustees voted to adjourn the meeting at 9:40 pm.

Minutes submitted by: Susan Slovic, Secretary