

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
February 22, 2017**

Meeting called to order at: 7:04 pm by President Steve Zarelli

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

Trustees— Tom Shaginaw, Cathy Hayden, Susan Tomlinson, Steve Zarelli.

Town of Ballston Representative – Kelly Stewart

Community Members – Winston Clapper

Board Minutes: On a motion made by Sue Tomlinson, with a second from Cathy Hayden, the Board of Trustees unanimously approved the minutes of the January 25, 2017 Board of Trustees meeting.

Eagle Scout candidate: Winston Clapper (Troop 83) presented a proposal to create a rolling storage cart for the Library's story time. Mr. Clapper circulated the initial design among the meeting participants. Three meetings with Mrs. Darling informed the design. Mr. Clapper will seek funding from Friends of the Library. Members of troop will help construct it. On a motion made by Tom Shaginaw, with a second from Sue Tomlinson, the Board of Trustees unanimously endorsed the project.

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

Monthly Financial Statements: Financial statements for February 2017 were reviewed and found to be accurate.

Approval of Bills: The February bills which were reviewed and signed by Tom Shaginaw, were unanimously approved by the Board of Trustees on a motion made by Cathy Hayden, with a second from Sue Tomlinson.

Librarians' Reports:

Karen DeAngelo, Library Director: The Library advocacy day is March 1. Meetings with Assemblywoman Walsh and Senator Tedisco are in place.

The elevator phone line is not working. A new line is being installed. A monitoring contract will be required.

Suburban Heating and Cooling is coming in on February 23 to replace a part of the heating system in the vestibule.

The librarians are working on plan for Extended leave (May 11 to June 30) for an employee for personal reasons. The return timing supports summer programs.

The Children's room will be closed from March 3-6 for painting.

Library mini golf is this coming Friday and Saturday (February 24 and 25). The cost is \$5 for 18 holes, \$3 for 9 holes.

Two staff injury reports filed; one was nicked with scissors, the other was a paper cut.

Jenn Richard, Head of Adult Services: Ms. Richard reported that a patron reported a portfolio was missing. A review of security camera identified that it had been picked up by a different patron who left the building before the police arrived. The second patron returned with the portfolio and the police returned to the library. They were able to resolve the issue, returning the portfolio to its owner.

Ms. Richard reported on upcoming new programming.

Reports of Committees: The proposed emergency plan is to be circulated among Trustees.

Unfinished Business: The discussion about youth exposure to tobacco marketing was revisited from the January board meeting. Following that meeting, the Town provided guidance that Library Board support of the Capital District Tobacco-Free Communities initiative would be atypical, given that it's not tied to Library operations. The board, despite appreciating the aims of the organization, will not provide a letter of support.

New Business:

2017 MVLS/SALS Agreement: The 2017 SALS contract has been received. The price went up by one penny per item. The Board of Trustees unanimously approved this contract on a motion made by Tom Shaginaw, seconded by Sue Tomlinson.

NYS Annual Report: The NYS Annual Report has been populated and is about to be submitted. The board of Trustees unanimously approved this report on a motion from Cathy Hayden, seconded by Tom Shaginaw.

Holiday Schedule: Revisited the holiday schedule around Veteran's Day. Additional clarification from the town is required.

Adjournment:

On a unanimous motion by Cathy Hayden, with a second by Sue Tomlinson, the Board of Trustees voted to adjourn the meeting at 8:15 pm.

Minutes submitted by: Tom Shaginaw, Treasurer