

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
January 25, 2017**

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

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

Trustees— Beth Bechtel, Susan Slovic, Susan Tomlinson, Steve Zarelli, Michelle Hernandez

Town of Ballston Representative – Kelly Stewart

Community Members – Judy Rightmyer, Riley Sheedy, Elainna Taplin

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 November 30, 2016 Board of Trustees meeting.

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

Monthly Financial Statements: Financial statements for December 2016 and January 2017 were reviewed and found to be accurate.

Approval of Bills: The December bills which were reviewed and signed by Susan Slovic, were unanimously approved by the Board of Trustees on a motion made by Beth Bechtel, with a second from Michele Hernandez. The January bills, which were reviewed and signed by Beth Bechtel, were unanimously approved by the Board of Trustees on a motion made by Susan Tomlinson, with a second from Michelle Hernandez.

Librarians' Reports:

Rebecca Darling, Head of Youth Services: Ms. Darling reported great success with programs offered over the December break. Three programs were offered and all were full. In addition there were 124 entries into the Winter Reading Challenge.

A new program was introduced called Cookies and Cram in which a dedicated study space with snacks for teens was provided during midterms and regents exams.

Ms. Darling also reported on a new initiative at the library: circulating board games. Initially there will be six games in the program. It is anticipated that the games will be available to borrow, one per family, in time for the February break.

Karen DeAngelo, Library Director: The annual staff development day was held on January 25th, prior the Board of Trustees meeting. A number of topics were covered, including customer service, workplace violence, library procedures overview, and upcoming grants and programs.

The Southern Adirondack Library System's (SALS) annual meeting will be held on May 1, 2017. Library Advocacy Day is on March 1 and Ms. DeAngelo is planning to attend. The Friends will be hosting the annual mini-golf fundraiser on February 24-25.

SALS has approved our \$5,000 grant application for painting and additional lighting in the children's room. Likewise, SALS has approved our \$9,500 grant to improve technology in the computer lab and offer business-related classes, in partnership with the Burnt Hills Ballston Lake Business and Professional Association, with the proviso that the Library work closely with the JA Staff on the installation of additional computer ports and show a plan for continuing support of the programs. The SAM grant application to replace and repair parts of the roof has moved to the next stage of oversight – due diligence.

Ms. DeAngelo reported damage to the men's bathroom when the water faucet was left running at full blast and flooding occurred. The Trustees discussed researching faucets with automatic turn-off mechanisms.

In light of recent weather-related closings, the Trustees discussed a possible closing policy. The purchase of a generator was also discussed so that the library can meet the need as a place of refuge in the event of weather-related emergencies.

Ms. Bechtel will be stepping down from the Board of Trustees on June 30, 2017. Ms. DeAngelo will begin communicating the opening in the library newsletter, on library signage and other mediums as appropriate.

The Disaster Plan discussion was deferred.

Jenn Richard, Head of Adult Services: Ms. Richard attended a webinar at SALS with Ms. DeAngelo titled "How to Respond to a Security Incident at Your Library".

Cake pans have circulated 25 times in the almost two months they have been available. Feedback has been very positive in regards to this collection.

Plans are underway to work with the local YMCA to hold programs at each other's sites. In March, Ms. Richard will test holding a book club at the YMCA. Ms. Richard is also investigating working with AARP Tax Aid to see they may be able to have a representative come to the library to offer tax help services.

A Blood Drive has been scheduled for May 9th. A wreath making class will be held January 28th. There will also be a Spring Memoir Writing class.

Reports of Committees: None

Unfinished Business: None

New Business:

Request for Support: Judy Rightmyer, Riley Sheedy and Elainna Taplin presented information regarding youth exposure to tobacco marketing and asked the Trustees to consider signing a letter of support for

the Capital District Tobacco-Free Communities initiative. With two Trustees absent from the meeting, discussion was deferred to the next Board of Trustees meeting.

2017 MVLS/SALS Agreement: Deferred.

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 29. The November meeting for the Board of Trustees was confirmed for November 29, 2017.

Adjournment:

On a unanimous motion by Michelle Hernandez, with a second by Beth Bechtel, the Board of Trustees voted to adjourn the meeting at 8:44 pm.

Minutes submitted by: Susan Slovic, Secretary