

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
May 30, 2018**

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

**Present:** Colleen Smith, Library Director; Rebecca Darling, Head of Youth Services; Jenn Richard, Head of Adult Services

Trustees—Susan Tomlinson, Steve Zarelli, Tom Shaginaw, John Capano, Susan Slovic, Steve Burchett

**Board Minutes:** On a motion made by Susan Tomlinson, with a second from John Capano, the Board of Trustees unanimously approved the minutes of the April 25, 2018 Board of Trustees meeting.

**Report of Special Funds:** Special funds for May 2018 were reviewed.

**Monthly Financial Statements:** Financial statements for May 2018 were reviewed.

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

**Librarians' Reports:**

**Colleen Smith, Library Director:** Ms. Smith reported that the building's water fountain failed and leaked on May 6. She is working with the Selective Insurance adjuster for reimbursements for building repairs and damaged library materials caused by water in the foyer, the book drop closet, back hallway, and community room.

The library has accepted a generous donation from patron Todd Fischer of a 6' maple book shelf that will now house the Adult Non-Fiction video collection.

Under programming, the Sound Mind & Body Book Club had 3 attendees this month. An Introduction to Bullet Journaling class, taught by a librarian from St. Rose, had 9 attendees. Ms. Smith also met with Kim Perone at Center4C to discuss potential library programs.

The Friends' recent book sale was very successful. Proceeds from the event were \$1,043. The Friends' Spring Basket Raffle brought in \$1,787. Mr. Zarelli noted that he and Mary Conklin from the Friends had discussed the profit distribution from the book sale and he had provided the reasoning behind the Trustees' desire to see it remain as a 50/50 split.

Ms. Smith reported that monthly library meetings will now appear on the Town of Ballston website calendar, per her request to the Town Clerk.

Ms. Smith, Ms. Darling, Ms. Richard and Trustee Stephen Burchett attended the SALS Annual Trustee Meeting on 5/22. It was an enjoyable evening, and the library won a \$250 continuing education coupon from SALS.

Jenn Richard, Head of Adult Services: Ms. Richard reported that Spectrum and Joint Automation have completed the internet upgrading process to improve speed and bandwidth. Patrons have noticed the difference and are happy about the upgrade. In April, there were 448 computer sessions, totaling 21,203 minutes.

Attendance from January through April for Adult Programs was 261. May also showed strong numbers with 180 attendees. The visit by local author, Elizabeth Rosner, was well received and Ms. Richard is working on finding another author to come in September.

Ms. Richard will be attending more sessions for the Leadership and Management Academy on June 6th, 7th and 8<sup>th</sup>.

Rebecca Darling, Head of Youth Services: Ms. Darling reported that Spring session programming concluded on May 25. Family Story Time and Music Medley will continue during the month of June. Summer reading enrollment will begin June 1, program sign up on June 18 and the reading challenge will start on June 22. Ms. Darling will visit all three BH-BL elementary schools and speak to each class about the program. The program will also be promoted at Charlton's Party in the Park and at the Burnt Hills Flag Day Parade.

The Friends have generously donated \$500 for publicity of the summer reading program and an additional \$1,100 for programming. During the program, participants will earn votes based on reading minutes that can then be cast among several projects to enhance the library. The Friends will fund the winning project with another \$2,000 to \$3,000 gift.

Jenn Lambiase has been actively requesting donations from the business community to support the summer reading program. These donations, usually in the form of gift cards, will be used as prizes.

Rong-Jane Chen has been accepted into NYLA's Library Skills Academy which includes three full days of training at the NYLA offices in Guilderland. She will receive a full scholarship contingent on Ms. Chen becoming a NYLA Member. The library will pay her \$25 NYLA membership fee.

### **Reports of Committees:**

Budget: Mr. Shaginaw reported that the committee had met and were starting the budget process for this year. Information would be presented at the July Board of Trustee's meeting. In the meantime, Ms. Smith, Ms. Darling and Ms. Richard would review budget line items and begin to anticipate where changes may need to be made.

Building and Grounds: Mr. Burchett reported that the committee met recently to discuss building issues, specifically the library's contract with Appolo Heating to perform maintenance on the roof top heating and cooling units. The company has not yet performed the contracted maintenance, indicating that additional safety measures must be put in place prior to doing so. Several options are being investigated although all come at additional cost not outlined in the contract. On a related note, there has been no update from the Carrier Representative who attended an Appolo visit last month and looked at the thermostat in the Community Room. The thermostat continues to be erratic.

Mr. Shaginaw asked for an update on the library's flag and Ms. Smith indicated that the worn flag has been replaced and will be retired appropriately. Mr. Shaginaw also asked when the back hallway was scheduled to be painted. Ms. Smith indicated that it has been delayed due to the damage from the water cooler leak and coordinating around library hours and community room events.

Personnel: Mr. Zarelli reported that a discrepancy in Ms. Smith's job title was recently discovered after Ms. Smith took a required civil service exam. Civil Service had classified the position as a Director I when the position should have been listed as Director II. Mr. Zarelli has discussed the issue with civil service and requested a change. Ms. Smith will need to take the Director II exam once scheduled.

**Unfinished Business:**

Security Priorities: Ms. Smith shared a spreadsheet summarizing safety recommendations made by the Saratoga County Sheriff's Office after last month's active shooter programming. The Trustees discussed the items on the list and recommended that Ms. Smith move forward with implementing low-price changes that fit within current budgets.

Outstanding Building Issues: Ms. Smith shared a spreadsheet outlining a variety of items currently under discussion related to building maintenance. These items include replacement of the ground floor water fountain that recently became inoperable, a new safety system, paving for the book drop installation, an additional security camera, parking lot signage, sidewalk repairs, flagpole removal and paving, safety systems for the roof, fencing repairs, and cracked glass in the computer room. The roof bids for the SAM grant were also included in the summary.

On a unanimous motion by Tom Shaginaw with a second from Steve Burchett, the Board of Trustees voted to have Ms. Smith pursue installation of the proposed safety system (including panic buttons, security panel, keypad, and motion detectors) to be paid from the library's fund balance at an estimated cost of \$2,345.

On a unanimous motion by Steve Burchett, with a second from Tom Shaginaw, the Board of Trustees voted to approve the Building and Grounds Committee recommendation to install a new water fountain to be paid for from the library's fund balance at an estimated cost of \$2,980.

On a unanimous motion by Steve Burchett, with a second from Susan Tomlinson, the Board of Trustees voted to approve the purchase of an additional security camera for the rear of the library to be paid for from the library's fund balance at an estimated cost of \$870. The camera will be integrated with the library's current surveillance system.

Ms. Smith indicated that the library has requested paving and concrete estimates from nine different companies. Only one has provided an estimate and most have not returned calls.

Mr. Burchett asked that LED lighting be added to the spreadsheet.

The new phone system that the Town of Ballston is purchasing was also discussed. Ms. Smith indicated that the library will be part of the new Town phone system, but will not be linked to the Town's phones as initially planned. The library will get new phones but will remain a standalone system as it is today. There is potential for connecting the two phone systems in the future. The Trustees asked that Ms. Smith obtain additional information regarding costs to the library and whether the library will be required to make the change in light of the new configuration.

Election of Officers and Term Limits: Pursuant to the officer elections slated for the June Board of Trustees meeting, Ms. Slovic shared information gathered from each Trustee as to whether they would be interested in running for office. The by-laws were also discussed and the Policy Committee was asked to meet and determine if changes should be made pertinent to officer term limits. The Trustees discussed having by-laws in place that promote the best interests of the library.

**New Business:**

Security Incident: Mr. Burchett requested additional information about a recent incident where staff from the library's cleaning company, Mr. Help, left a library door propped open. The Trustees noted the seriousness of the issue and requested that Ms. Smith reinforce our safety expectations with the company to ensure that they meet them going forward. The Trustees also requested a better understanding regarding the work the cleaning company does and how they access the building during closed hours.

**Adjournment:**

On a unanimous motion by John Capano, with a second by Steve Burchett, the Board of Trustees voted to adjourn the meeting at 9:11 pm.

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