

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
August 29, 2018**

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

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

Trustees: [x]Steve Burchett, [x]John Capano, [ ]Michelle Hernandez, [x]Susan Slovic, [x]Sue Tomlinson, [x]Tom Shaginaw, [x]Steve Zarelli

Town of Charlton Representative – [ ]Doug Ranaletto

Town of Ballston Representative – [ ]Kelly Stewart

**Board Minutes:** On a motion made by Susan Slovic with a second from Steve Burchett, the Board of Trustees voted unanimously to approve the minutes of the July 25, 2018 Board of Trustees meeting with a correction to add Susan Slovic to the Building and Grounds committee roster.

On a motion made by Sue Tomlinson and seconded by John Capano, the minutes of the Special Meeting held on June 27, 2018, were unanimously approved as submitted.

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

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

**Approval of Bills:** The August 2018 bills, reviewed and signed by Michelle Hernandez and Steve Zarelli, were unanimously approved by the Board of Trustees on a motion made by Tom Shaginaw, with a second from Susan Slovic.

**Librarians' Reports:**

Colleen Smith, Library Director: Ms. Smith reported that the new telephone system offers some features not available with the old system. In addition to the new equipment, we are changing phone service vendors from Magna 5 to Spectrum. There will be a drop in our monthly bill from \$220 to approximately \$120 per month for the first year.

The new water fountain has been replaced since servicing was not able to correct to a malfunction in the first unit installed. It is working well. The water shut-off will be relocated inside the book drop closet for easier access.

Mangione Locksmith changed the lock on the door between the circulation desk and the computer lab. The new lock (a "storeroom" lock, perpetually locked) will allow the staff quicker and more efficient access and will improve security. The front door was serviced and now latches better when swinging closed.

Alarm & Suppression provided training to library staff.

Terry Riley and Ms. Smith met with Jeanette Borthwick to discuss petty cash workflow and reconciliation. The petty cash fund will remain under the Library's control for the time being.

Jenn Richard, Head of Adult Services: Ms. Richard reported that Adult Summer Reading has been very successful this year, with 223 adults enrolled, up from 74 adult participants in 2017. She attributes the increase in the library's use of Beanstack to track summer reading this year. Beanstack offers a much easier interface for parents when registering their children, and makes it possible to move from one member of the family to the next more seamlessly.

July brought 139 attendees to 12 adult programs. Yoga continues to be popular, and there was increased attendance in other programs. New programs to be piloted in the fall include one by the Honest Weight Co-op, a dietician from Hannaford, and an Escape Room for adults.

The Library has purchased a small, water-resistant speaker available to patrons for use with Playaways. If it proves popular, Ms. Richard will consider purchasing more.

Rebecca Darling, Head of Youth Services: Youth Services staff are preparing for the Fall Programming schedule, which will begin on September 10. In addition to six monthly book clubs for children between Kindergarten and 9<sup>th</sup> grade, a new preschool program, Toddler Time, will be conducted for babies 18-35 months. Ms. Darling reports that the summer partnership with Jenkins Park was so successful that four more sessions will be offered in September and early October.

The Youth Summer Reading program saw an increase in enrollment of 40% over last year's numbers, from 769 participants to 1076. Ms. Darling attributes this to the new Beanstack program as well. Seventy-three Youth Services programs were attended by 2,078 people between June 25 and August 3. Five community partners, BH-BL Schools, BH-BL Summer Rec, Friends of the Library, the Glenville YMCA, and Jenkins Park contributed to the success of the program.

Pending Town approval, Hannah Smithgall will be joining the staff as the Library's newest page. She will begin training the first week of September.

### **Reports of Committees:**

Budget: see Unfinished Business.

Building and Grounds: The Town of Ballston is delaying fully implementing Tech II telephone service for all Town offices. It is also looking into hiring a new maintenance person.

Roof bid update – see Unfinished Business

Roof fall protection – see Unfinished Business

### **Unfinished Business:**

Roof bid update: Ms. Smith and the Building and Grounds Committee will review and make a selection from the three submitted roof-top replacement bids.

Roof fall protection update: Lee Byers of Appolo Heating & Cooling recommends a standing seam roof clamp system for roof-fall protection when individuals are inspecting or servicing the roof-top units. Ms. Smith and the Building and Grounds Committee will continue to solicit input from Wainschaf Associates, Butler Rowland Mays Architects, and Canopy Roofing.

**New Business:**

On a unanimous motion made by John Capano, seconded by Steve Burchett, the Board of Trustees voted to approve the 2019 Library calendar as presented.

The Trustees also voted unanimously, on a motion made by Tom Shaginaw and seconded by Susan Slovic, to recommend to the Town that they approve the hiring of Hannah Smithgall as the Library's new page.

The 2019 budget was presented by Steve Burchett. After some discussion, a motion was made by Steve Burchett, seconded by John Capano, to approve a budget request to the Town of Ballston with a 5% increase over the 2018 budget. The motion passed unanimously.

The Trustees discussed the nature of the Library's charter and how we interact with the Town.

On a motion by Tom Shaginaw, seconded by John Capano, the Trustees voted unanimously to approve Director Smith's attendance at the NYLA conference in Rochester on November 6-10.

**Adjournment:**

At 8:51pm, The Trustees unanimously passed a motion by Sue Tomlinson, with a second by John Capano, to adjourn the meeting.

**Minutes submitted by:** Sue Tomlinson, Secretary