

Town of Ballston Community Library

Board of Trustees Meeting Minutes

July 27, 2011

Meeting called to order at: 7:03 PM by President Larry Rogers.

Present: Staff—Karen DeAngelo, Library Director; Rebecca Darling, Youth Services Librarian. Trustees—Beth Bechtel, Jean Clancy Botta, Lawrence Rogers, Sharon Rouis, Barbara Wilson, Steve Zarelli. Town Representative—Kimberly Ireland, Ballston Councilwoman.

Board Minutes: On a motion made by Barbara Wilson, which was seconded by Sharon Rouis, the Board of Trustees voted to amend the Minutes of the June 29, 2011 meeting to insert Steve Zarelli's name on the Long Range Plan Committee roster and to remove Jean Clancy Botta's name from same. Then, the Minutes for the June 29th meeting were approved, as corrected by the Board, on another motion by Ms. Wilson, with a second by Ms. Rouis.

Report of Special Funds: The Trustees reviewed account balances. It was noted that the following costs were paid: \$200 to Ms. Mona Hadcock for the library's share of her upcoming performance of Civil War era songs at the Ballston Day Celebration, \$104 to Rich Conley for a teen program, and a \$250 honorarium from the Baum Fund to author James Kunstler for his book talk. The BH-BL Rotary made a donation of \$100 to the library.

Monthly Statements: The Trustees reviewed the June 2011 financial statements, including the Petty Cash Report. Board members noted that the \$3200 fund transfer from Grants to Programs was approved last month but has not yet been moved. New Trustee Steve Zarelli inquired about how the town of Charlton pays its annual grant (\$46,000 committed for 2011) to the library; Ms. DeAngelo reported it comes on a quarterly basis.

Librarians' Reports:

Karen DeAngelo, Library Director:

Ms. DeAngelo reported that a long-time library clerk is not able to work at present as she is dealing with an out-of-town family health emergency. Based on a motion made by Barbara Wilson, with a second from Jean Clancy Botta, the Director was authorized by the Trustees to obtain approval from Saratoga County Civil Service to temporarily increase Library Clerk Brett Willard's hours to cover this staffing shortage.

The Director summarized **SALS Free Direct Access Policy**, which requires Board of Trustees' sign-off. After a brief discussion about cooperative resource sharing practices among SALS members, the Trustees voted to approve our library's participation on a motion made by Jean Clancy Botta and with a second from Steve Zarelli.

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The Director informed the Board that she is still working on the details of the new program, "Books on Wheels," which will be offered to Ballston and Charlton residents who make use of Ballston's "Meals on Wheels" service, which is operated out of Ballston's Town Hall.

Rebecca Darling, Youth Services Librarian

Ms. Darling reported that the "Summer Reading Program" is nearly over; it has been both hectic and fun, and participation approximates previous years' numbers. She commended the staff and the Volunteers for their enthusiasm and good work.

The "Baby Lap Sit" program had a small audience. Two "Learn to Sign" workshops were offered for parents and caregivers.

The "Harry Potter Overnight Program" was very successful; 35 sixth through eighth graders participated. The staff and volunteers (including an EMT) were in costume, as were some of the tweens and teens; Ms. Darling appeared as Dolores Umbridge, Defence Against the Dark Arts Professor at Hogwarts School. They played *Quidditch*; however, the Youth Services Librarian assured the Trustees that no one actually flew on a broomstick! Chris Treanor from the Glenville YMCA assisted with the *Quidditch* activity. Other activities included: "Make an Owl" (as in Harry Potter's owl and modeled on "Make a Bear" workshops), various board games and videos.

The Teen Advisory Board, which has 15 members, has been very active this summer. Their wish list for the Teen Area includes: their own digital picture frame, a student art show space, a coffee table with a self-contained magazine rack, to paint the walls and for curtains. Both librarians agreed the all-girl board is very enthusiastic. The Trustees approved the painting and curtain projects on a motion made by Sharon Rouis with a second from Beth Bechtel.

Reports of Committees: Barbara Wilson announced that the **Long Range Plan Committee** will meet in the spring. The **Personnel Committee** reviewed Ms. Darling's performance and evaluations in order to advise on her permanent appointment. The **Budget and Finance Committee** has been working with the Director on the 2012 budget.

Approval of Bills: After a brief discussion, the monthly bills for July 2011 were approved by the Trustees on a motion made by Sharon Rouis and with a second from Barbara Wilson.

Unfinished Business:

Patron Letter. Past Board President Sharon Rouis passed along a letter from a library patron that was extremely complimentary of the library and its staff, with particular mention of the inspirational reader advisory services provided by Senior Clerk Judy Kaplan.

2012 Budget. Councilwoman Ireland provided a helpful chronology of the Town Board's budget creation steps.

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The Trustees held another lengthy discussion about staffing needs and, in particular, clerical pay that appropriately compensates for job difficulty and experience. The need for more professional librarian coverage over the 51 hours-per-week open schedule was examined again. Both a 37.5 hour week and a 40 hour week are still under consideration. Several budget plans were offered by the Finance Committee; the figures still need some tweaking. The Director was tasked with obtaining salary and hours-of-work information from other libraries for comparison and to use as justification for proposed changes. The Equipment line has been re-inserted into the budget, and there was a substantial discussion about the adequacy of the Library Materials lines in light of above average inflationary price increases for these commodities.

Update on Front Door Repairs. The Trustees endorsed the Director's plan to hire Kelly Glass to replace the front door aluminum thresholds for \$1800. The vendor has indicated these types of thresholds normally last 10 years. Minimal use of ice melt products near the doors is recommended along with a thorough cleaning of ice melt residuals and debris in the spring.

Trustee Bill Review Process. On a motion made by Sharon Rouis, and with a second by Barbara Wilson, the Trustees unanimously decided to review the bills in a different manner in order to improve oversight. Henceforth, one Trustee will review the bills each month prior to their submission to the Town of Ballston for payment. A rotating schedule, which corresponds with the Trustees' Town Board Meeting attendance assignments, will be used to determine which Trustee will come to the library to review them on the monthly bill paying day (normally the Thursday before the last Tuesday of the month).

Trustee Liability Insurance. The Director distributed a copy of a section of the Town's insurance policy, which was provided by Ballston Tow Supervisor Patti Southworth. It clarifies that Library Trustees do have liability coverage through this plan.

QuickBooks. On a motion made by Jean Clancy Botta, with a second from Steve Zarelli, the Trustees approved Accounts Clerk Alan Sagendorf's use of *QuickBooks* software to track and report the library's operating funds. However, the monthly Trustees Fund report will remain the same. Board members inquired whether the expected efficiencies of the switch to QuickBooks will permit Mr. Sagendorf to handle tasks related to our library's inputs to the Polaris system, which were previously handled by his predecessor. The Director indicated he will be given training to do some of these tasks.

New Business

Books on Wheels. (Discussed above under Director's Report.)

SALS Direct Access Plan. Board President sign-off approved above. (See: Director's Report above.)

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SALS Plan of Service. SALS Board and staff are working on their five year Plan of Service. A brief discussion ensued.

Executive Session. On a motion made by Barbara Wilson, with a second from Sharon Rouis, the Trustees voted to go into **Executive Session** at 8:45 PM to discuss Youth Services Librarian Rebecca Darling's end-of-probation evaluation. A summary of her work and professional growth was provided by Personnel Committee's members Jean Clancy Botta and Barbara Wilson. On a motion made by Beth Bechtel, and seconded by Sharon Rouis, the Board then voted unanimously in open session at 9:00PM to support the Director's decision to permanently appoint Ms. Darling to the Youth Services position.

Adjourned: The meeting was adjourned at 9:05 PM.

Minutes submitted by: Jean Clancy Botta.