

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
September 28, 2011**

Meeting called to order at: 7:04 PM by President Larry Rogers.

Present: Staff—Karen DeAngelo, Library Director; Rebecca Darling, Youth Services Librarian. Trustees—Beth Bechtel, Jean Clancy Botta, Keith Fieldhouse, Lawrence Rogers, Sharon Rouis, Barbara Wilson and 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 approved the Minutes of the August 31, 2011 meeting.

Visitors' Presentation: Ballston Town Council candidates Tim Szczepaniak, who is running for re-election, and William Goslin, who is running to fill a vacancy, along with Ben Olsen, a student campaign worker, attended the early part of the meeting. Board President Rogers provided the candidates with an opportunity to make brief remarks. Both candidates thanked the Trustees for their service in overseeing the library, and each spoke of their respect for the library's many contributions to the community. Mr. Szczepaniak expressed concerns about the disparity between the significant use of the library made by Charlton residents and the Town of Charlton's limited financial support for the library. Mr. Goslin provided copies of an annual financial report that is published by the State Comptroller's Office. Per this report, it appears that the library's Fund Balance may be significantly higher (as much as \$58,000) than we understood from reports received from the town. As a follow-up to this matter, Director Karen DeAngelo was tasked with contacting Town Supervisor Patti Southworth to obtain clarification about the actual Fund Balance amount.

Report of Special Funds: The Trustees reviewed account balances. The Baum Memorial Funds were used to pay the memoir writing instructor (\$250) and the library's portion of SALS' system-wide bill for media use copyright compliance (\$160).

Monthly Statements: The Trustees reviewed the August 2011 financial statements, including the Petty Cash Report. Expenses for this period were determined to be routine. Sharon Rouis recommended that the Accounts Clerk be tasked with providing a summary sheet of the vendors to be paid each month, along with an indication of recent past payments to these vendors, to make it easier for Trustees to effectively review the bills. This suggestion was endorsed by the Trustees and President Larry Rogers asked the Director to have Mr. Sagendorf generate a sample report for consideration. The aim would be to have this mechanism in place for the next fiscal year cycle. There was also a brief discussion of possible ways to minimize fuel use demand charges from National Grid; Councilwoman Kimberly Ireland provided useful information about how these charges are calculated.

Librarians' Reports:

Karen DeAngelo, Library Director: Ms. DeAngelo reported that Ballston Highway Department workers removed the two damaged exterior benches just outside the front entrance. She indicated that the

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Friends of the Library have agreed to replace them. Mr. Rogers said he would like to be apprised of their selection prior to purchase.

The roof over the children's room has been treated with the silicone product that was applied to the reading room roof. The Director reminded us the roofing contractor recommends re-application every five years. Regarding the roof drains, the janitorial contractors, Glen and Gordon Furbeck, informed the Director that they would not be able to perform the recommended twice-a-year cleaning because the library's ladder does not reach high enough. Mr. Rogers asked the Director to confer with the town about having the Highway Department workers take over this responsibility.

The Director passed on a suggestion from Patti Southworth, Ballston Town Supervisor, that stone dust be used to fill in sidewalk gaps. There was brief discussion about the possibility that stone dust tracked into the library will create a cleaning problem. Mr. Rogers recommended that a concrete contractor be asked to examine the sidewalk problems and provide a price quotation on repair options that are not likely to produce new janitorial challenges.

A former trustee, Paul Perreault, has donated a Marjorie Hobday oil painting to the library. It depicts the old library.

Two display units from Borders Bookstore were purchased at their "going-out-of-business" sale for \$30 each. They allow for the new paperbacks to be displayed cover out.

Ms. DeAngelo announced that Barnes and Noble will offer a free workshop on their **Nook** electronic reading device. She also passed out a sample issue of **BookPage**, a monthly book review periodical, she is considering buying in bulk to distribute as a hand-out to library patrons.

A program entitled, "Batty about Bats" is planned for 5:00 PM on October 25th. The speaker will be a licensed wildlife rehabilitator. "Memoir Writing" and computer classes are back in session.

SALS has provided three on-site training sessions for Kathy Grecco.

Ms. DeAngelo informed Trustees that the library's 2012 budget will be presented to the town of Ballston on October 20th; Trustee attendance was encouraged.

She passed around a letter from Town Historian Rick Reynolds thanking the library staff for their contributions to the Ballston celebration in August; and, the BH-BL class of 1951 wrote to express appreciation for the use of the Community Room for one of their reunion events.

The Director posed a question to the Trustees about the November meeting. She asked if we should hold the meeting on the last Wednesday of the month this year because Thanksgiving is early this year, falling in the third week, not the last week of the month? Traditionally, this meeting is re-scheduled to the first Wednesday of December due to Thanksgiving occurring the day after the monthly meeting,

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thus creating attendance problems. Trustees were asked to check their calendars to advise on their availability for either November 30th or December 7th for the "November 2011" meeting.

Rebecca Darling, Youth Services Librarian

Ms. Darling indicated that fall programming, especially for pre-schoolers, is off to a strong start. **Miss Mona** is back for September and October; and, she is drawing large crowds, which have necessitated re-arranging the performance area to make more room for sing-along participants. Trustee Beth Bechtel commended the children's staff, especially Ms. Roberts-Delamater, for the extra efforts that go into welcoming the youthful singers/sometimes dancers and their parents and grandparents. **Toddler Time** is seeing an increase in attendance. Jean Botta complimented the Youth Services Librarian for incorporating use of musical instruments and a multicolored parachute to further engage the toddlers. Ms. Darling credited the **Mother Goose on the Loose** training for these enhancements.

Elementary programs are seeing an increase in sign-ups. Teen programming is, as always, challenging to develop and promote. Ms. Darling is hopeful that the **Teen Advisory Board** will be well received. She reported that Deborah Roberts-Delamater is researching baby lap programs with the expectation of offering one in early 2012.

Trustees Barbara Wilson, Steve Zarelli, and Jean Clancy Botta made comments on the importance of program evaluations, and Mr. Zarelli discussed the effectiveness of using net promoter scores as a measurement tool. Ms. Botta expressed concern that the evaluation of Miss Mona's program last year was not administered effectively thus leaving a gap in measurement of patron satisfaction. It was suggested that an evaluation be conducted during this session; however, Ms. De Angelo and Ms. Darling indicated their intention to stick to their plan of evaluating all of the children's programs in the spring.

Ms. Darling reported she has completed inventory of the parenting collection and is still working on the juvenile nonfiction collection.

Reports of Committees: The **Budget and Finance Committee** has been working with the Director on the 2012 budget. The **Buildings and Grounds Committee** has been monitoring the roofing and landscaping issues. The **Policy Committee** was unable to meet during September. The **Personnel Committee** has been working on the evaluation of the Director.

Approval of Bills: Barbara Wilson made a motion to approve the August 2011 bills as summarized by Sharon Rouis, this month's reviewer. This motion was seconded by Keith Fieldhouse and unanimously approved by the Board of Trustees.

Unfinished Business:

2012 Budget. The Budget and Finance Committee has labored mightily in crafting next year's budget. Three different plans have been prepared to meet the town's evolving priorities due to the extremely difficult fiscal environment. Finally, based on input from the Town Supervisor and the Town Council,

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and on a motion made by Sharon Rouis, which was seconded by Keith Fieldhouse, the Trustees voted unanimously to submit a 2012 Budget proposal totaling \$559,503.56. This budget provides no raises for the staff and represents a 1.9% increase over the 2011 Budget.

Books on Wheels. The Director is still working out the details of this initiative.

New Business:

Landscaping Contract: Contractor Dave Kenyon attended the meeting to address complaints that have been raised by the Trustees about delays in completing agreed upon landscaping work. He indicated that the unusually wet fall and other problems made it difficult for him to complete a number of the projects. He promised to: finish cleaning up the front flower bed; box out the area around the mailbox and add pea gravel there; install the mulch; remove the dirt piles; over seed the lawn; trim the Burning Bush; clear out around the generator area; and weed as needed. His projected completion date is the end of the first week of October.

2012 Holiday Schedule: The Trustees voted unanimously to accept the 2012 schedule as presented by the Library Director. This vote was based on a motion by Keith Fieldhouse and with a second from Beth Bechtel. There are ten holidays, including New Year's, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and Christmas. Additionally, early closures are authorized for 3PM on the days before Thanksgiving, Christmas and New Year's, along with a 6PM closure on June 14th for the Flag Day Parade.

PLA Conference. Both librarians have asked for authorization to attend the annual Public Library Association Conference in Philadelphia next March. "Early bird" (reduced price) registration, shared transportation and lodging, and a generous grant from SALS offers the most cost-effective way to allow for their participation in this highly regarded professional conference. Trustees asked for more information on specific sessions each librarian planned to attend prior to a vote at the October meeting on this training opportunity (which also has to be approved by the Town Council.)

Rotary Request. The Rotary has requested permission to sell *Entertainment Books* at the library. While the Trustees truly appreciate this organization's support for the library, fund raising for organizations is not permitted.

Executive Session: Based on a motion by Jean Clancy Botta, which was seconded by Barbara Wilson, the Board of Trustees voted unanimously to go into Executive Session at the conclusion of the general meeting to continue development of the Director's annual evaluation.

Adjourned: The general meeting was adjourned at 8:30 PM.

Minutes submitted by: Jean Clancy Botta.