

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
June 29, 2016**

Meeting called to order at: 7:03 pm by President Steve Zarelli

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

Trustees— Beth Bechtel, Cathy Hayden, Michele Hernandez, Tom Shaginaw, Susan Slovic, Susan Tomlinson, Steve Zarelli

Town of Ballston Representative – Kelly Stewart

Board Minutes: On a unanimous motion made by Beth Bechtel, with a second from Michele Hernandez, the Board of Trustees approved the minutes of the May 25, 2016 Board of Trustees meeting.

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

Monthly Financial Statements: Financial statements for June 2016 were reviewed and found to be within range for this point in the fiscal year.

Approval of Bills: The June bills, which were reviewed and signed by Tom Shaginaw were unanimously approved by the Board of Trustees on a motion made by Susan Tomlinson, with a second from Michele Hernandez. Mr. Shaginaw suggested that enhancements to the bill signing process should be considered. The trustees discussed the form that is used to document the signatures necessary for paying an invoice and ways that it could be improved. Accounts Clerk Terry Riley will reach out to our frequently used vendors and ask them to send a voucher with every invoice. When she knows who cannot do that, the library will ask the town for guidance regarding those vendors.

Librarians' Reports:

Karen DeAngelo, Library Director: Ms. DeAngelo indicated that Ms. Darling will begin her scheduled leave on July 15. The Trustees wished her well during her absence. Interviews have been held for the temporary librarian position and an offer has been extended and accepted. The temporary librarian will begin August 15th.

There were three accident/injury reports filed in June; two for patrons and one for a staff member. First aid supplies were provided.

Ms. DeAngelo shared a new fundraising opportunity from the Friends. Anyone who shops at smile.amazon.com may now choose the Friends of the Town of Ballston Community Library to receive a donation equaling .05% of their purchase total. In related news, the Friends recent book sale and raffle were successfully completed and half of the proceeds from the book sale were provided to the Library. The Library is grateful for this donation and also for the recent donation of a picnic table, also from the Friends.

The Library is evaluating working with field-goods.com to become a drop-off site for the program's fresh fruit, vegetable and other food orders. A start date is yet to be determined.

New fines and fees were put into effect on July 1. Staff members are fielding questions and comments from patrons. Further discussion regarding the difference in late fees charged for audio books versus traditional books is needed as a result of a patron comment.

Rebecca Darling, Head of Youth Services: Ms. Darling reported that the Summer Reading Challenge began on June 20th and will run until September 5th. The Library is collaborating with the Burnt Hills-Ballston Lake School District for the Challenge and is also doing joint programs with the Glenville YMCA and the BH-BL Summer Rec. There will be 63 programs offered from June 27th through August 5th.

Jenn Richard, Head of Adult Services: Ms. Richard shared that the Adult Summer Reading program is underway and thanks to the efforts of Ruta Tomik, there are already 50 people registered – the highest participation number in the program’s history.

The website has been updated with a Book Club page. Each of the Adult Book Clubs offered by the Library is included along with a list of books read and upcoming titles. Links to the Youth Book Clubs are also included.

The May Blood Drive, held in the Community Room, was deemed a success and another drive has been scheduled for this coming December.

Reports of Committees:

Building and Grounds: The committee met on June 27th to discuss the roof situation. Quotes have been received for repairs that will expand the channel that rainwater is currently funneled through, making it less of a destructive force and mitigating ice jams. Ms. DeAngelo has also received a quote for replacing the remaining four original rooftop units.

Ms. DeAngelo discussed possible funding sources for these initiatives:

- Senator Farley has obtained Senate approval for a \$15,000 Bullet Aid grant.
- Senator Farley has also tentatively secured a capital grant of \$50 – 65,000 for the library roof repairs and rooftop replacements. These funds may be used separately from any other state or federally provided funds and will take up to a year for approval and receipt. Ms. DeAngelo will be providing our estimates and application as soon as possible.
- The NYS Library Construction Grant application, which requires either 50% or 25% matching funds depending on amount available and amount applied for within the Southern Adirondack Library System, is due at SALS on or before September 1, 2016.

Additional building needs were discussed by the Trustees, namely the replacement of the rugs in the children’s room and fresh paint for the walls.

Long Range Planning Committee: Ms. DeAngelo reported that the focus groups have been completed by Nancy Berkowitz and survey development is underway. The survey is anticipated to launch this summer and will be available to the public both online and in paper format. It will be promoted via a number of methods including the e-Newsletter, social media, Library website, in the library, and at the Ballston and Charlton Town Halls. Ms. DeAngelo will also be scheduling calls with community leaders to obtain information on their goals and objectives over the next several years.

Unfinished Business:

Baum Donation/Friends: Deferred to the July Board of Trustees meeting.

2017 Budget: Ms. DeAngelo indicated that new Labor Department regulations will impact the Library's 2017 budget. More discussion will take place at the July Board of Trustees meeting. In the meantime, Ms. DeAngelo will provide some salient points to Ms. Stewart for discussion at the Town level. Items that will need to be discussed as part of the planning include the new minimum wage bumps and their impact on pay structure, planned percentage rate increases for 2017, and the new federal regulations defining salaried exempt status, which will affect our librarians.

Archiving: Ms. Stewart briefly revisited the discussion on record retention from the May Board of Trustees meeting and suggested that Ms. DeAngelo contact the Town Clerk regarding guidelines for retention.

New Business:

Appoint new page: A motion to appoint Jessica Sinopoli to the position of library page made by Susan Tomlinson and seconded by Tom Shaginaw, was unanimously accepted.

Grant Opportunities: Discussed under Report from Building and Grounds Committee.

Request from Friends: Deferred to the July Board of Trustees meeting.

Workplace Violence Training: Ms. Stewart briefly discussed the Town's workplace violence training and the need for annual documentation that the training has been provided.

Adjournment:

On a unanimous motion made by Cathy Hayden, with a second from Beth Bechtel, the Board of Trustees voted to adjourn the meeting at 8:29 pm.

Minutes submitted by: Susan Slovic, Secretary