

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
September 26, 2018**

Call to order: The meeting was called to order at 7:08 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, [x]Michelle Hernandez, [x]Susan Slovic, [x]Sue Tomlinson, [x]Tom Shaginaw, [x]Steve Zarelli

Town of Charlton Representative – []Doug Ranaletto

Town of Ballston Representative – [x]Kelly Stewart

Board Minutes: On a motion made by Michelle Hernandez with a second from John Capano, the Board of Trustees voted unanimously to approve the minutes of the August 29, 2018 Board of Trustees meeting.

Report of Special Funds: Special funds for September 2018 were reviewed.

Monthly Financial Statements: Financial statements for September 2018 were reviewed.

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

Librarians' Reports:

Colleen Smith, Library Director: Ms. Smith reported that the library will switch phone carriers from Magna 5 to Spectrum at 8am on October 5. She and a Tech II representative will be on site during the installation. It is expected that the phones will be up and running under the new carrier by 10am when the library opens.

After evidence of mice was found and one mouse was removed from the library, Nature's Way Pest Control of Clifton Park was hired to install bait stations inside and outside the library. They will visit the library monthly to check and replenish the bait stations.

Terry Riley and Director Smith met with Jeanette Borthwick on September 9 to reconcile petty cash accounts and discuss Quickbook workflows for the Trustees/Designated Donations account. Ms. Borthwick has been very helpful and has provided great information and feedback.

Ms. Smith reviewed and sent updated library information to Councilwoman Kelly Stewart for her annual review of the Town's Workplace Violence Prevention Policy. A copy of the policy is now posted in the library staff kitchen.

Director Smith met with Mary Conklin, President of the Friends of the Library, to update the Friends' webpage. They will work together in the future to keep that page updated and current.

Jenn Richard, Head of Adult Services: Ms. Richard reported that programming is back in full swing for Fall. A new session of Memoir Writing has begun, along with technology drop-in help. There are four adult book clubs, as well as a session about healthcare after retirement and a Moms Meet Up group. Several new programs have been scheduled, including a library escape room, an adult pumpkin decorating program, and more financial seminars.

The Special Collection program that Ms. Richard hosted was well received, and participants enthusiastically shared ideas. She will be attending the Adult Program Swap on September 27.

New programs are being considered on genealogy, flower arranging and cooking.

Rebecca Darling, Head of Youth Services: Ms. Darling reported that the Fall Session is off to a great start. Baby Bookworms, Toddler Time and two sessions of Preschool Story Time are full with waiting lists. Four out of six children's book clubs are also full. The Youth Services staff will be investigating ways to add more sessions of popular programs for the winter.

Jenkins Park Story Times have been very well received and will continue until October 1.

Several special events are planned to coincide with BH-BL half days, including a Tabletop Game event, pumpkin decorating, and a program held by the Wonder Room. Illustrator Jodi Wheeler will be providing a program free of charge on the next half day. Ms. Darling and Ms. Richard put out a combined fall brochure, and have begun working on the winter schedule.

Elementary Summer Reading ended on September 3. Results were shared with BH-BL librarians, and lawn signs were awarded to the top 10 readers from each elementary school and the middle school. 1250 readers logged a total of 16,291 hours over the summer.

Ms. Darling participated in a webinar on diverse collections and inclusivity.

New page Hannah Smithgall has started work and has been doing a wonderful job.

Reports of Committees:

There were no committee reports.

Unfinished Business:

Roof fall protection update: Planning and discussion continues. Canopy Roofing has suggested another system more compatible with our type of roof.

Roof bid update: The Town approved the contract with Canopy Roofing and Sheetmetal. Once the library receives the Town's signed contract, it will be sent to Canopy Roofing.

A motion was made by Tom Shaginaw, seconded by Steve Burchett, to approve Poester & Jaeckle Corp's bid of \$29,748 to replace the roof-top units. It was approved unanimously. The bid will be sent to the Town Attorney for final review.

Budget: The 2019 budget was presented to the Town Board by Ms. Smith and the Finance Committee on September 9. No further feedback was requested.

It was noted by Ms. Smith that the library's savings bonds have been cashed in for the amount of \$9011.20.

The Town of Charlton has tentatively approved a 2% increase in their contribution to the library, bringing their annual commitment to \$40,000.

Book drop update: The Town of Ballston Highway Department has poured a concrete slab by the back door of the library to accommodate the new outside book drop. Director Smith and the Trustees are very appreciative of the Highway Department taking care of this for us. We can now move forward to proceed with the paving. On a motion by Sue Tomlinson with second by Michelle Hernandez, the Trustees voted unanimously to hire BDB Paving and General Contracting, for an amount not to exceed \$3,400, to pave a pull-off section of the rear driveway to allow motorists to access the new book drop without disrupting other traffic exiting the library parking lot.

New Business:

BH-BL Athletic Hall of Fame Legacy Induction: Mrs. Ginny Mottolo and her committee will be meeting in the Community Room to celebrate the induction of Donald Van Vranken '42, Sandor Szabo '59 and Bruce Hamlin '67 into the Burnt Hills-Ballston Lake Athletic Hall of Fame. A letter was read from Mrs. Mottolo expressing the appreciation of the committee to the library for allowing the use of the room. Each trustee received a copy of a booklet detailing the accomplishments of each inductee.

Director Smith applied for and was given an award of up to \$1,200 by the Public Libraries Section of NYLA to attend the 2018 NYLA Annual Conference and Trade Show that will be held in Rochester, NY on November 7 - 10, 2018.

A discussion took place regarding the Town's spending limit before Town Board approval is required. Director Smith would like clarification about what size library expenditure would require prior approval from the Board of Trustees. The Policy Committee will meet to discuss this.

Adjournment:

At 8:11pm, the Trustees unanimously passed a motion by John Capano, with a second by Susan Slovic, to adjourn the meeting.

Minutes submitted by: Sue Tomlinson, Secretary