

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
November 28, 2018**

**Call to order:** The meeting was called to order at 7:03 pm by President Steve Zarelli

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

Trustees: [x]Steve Burchett, [ ]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 – [ ]Kelly Stewart

**Board Minutes:** On a motion made by Michelle Hernandez with a second from Steve Burchett, the Board of Trustees voted unanimously to approve the minutes of the October 24, 2018 Board of Trustees meeting.

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

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

**Approval of Bills:** The November 2018 bills, reviewed and signed by Sue Tomlinson, were reviewed. Ms. Tomlinson noticed that there was a transposition of figures in the Nov. 26 Baker & Taylor invoice. The correct amount was \$451.48, not \$541.48. With that noted, the bills 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 water fountain's bottle-filling station has not been working. An appointment was made for a service call by an Elkay technician, who did not arrive as scheduled. However, it seems that the unit is back in working order for the time being.

Payment will be made to Canopy Roofing at the end of November for roof repair completed in October. Once the check has cleared, reimbursement from DASNY will be requested.

Director Smith has received the contract from Poster & Jaeckle Corp. for the replacement of three roof-top units (RTUs) in conjunction with the SAM grant. Ordering the RTUs is the next step. There is currently a five-week wait once orders are placed, so units ordered now would not arrive until January. A three-day install in mid-winter would necessitate the closing of the library for lack of heat. The Trustees discussed the pros and cons of installing the new RTUs during the winter versus waiting until spring. It was decided to postpone ordering and schedule the installation for early April.

The paving adjacent to the new rear-entrance book drop has been canceled several times due to inclement weather. BDB Paving and General Contracting will visit the library to freshly assess the area, and they hope to get the work completed next week. It must be done soon since the asphalt plants will be closing for the winter.

Byron Phillips and Ralph Cook completed a walkthrough of the library on 11/13, and Byron began cleaning the library that day. He is at the library Monday-Friday mornings, and is doing a fantastic job. Cleaning supplies previously supplied by Mr. Help, such as a vacuum cleaner, brooms, mops, buckets, soap, etc. have been purchased by the library for Byron's use. Byron has made excellent suggestions and has taken care of fixing some maintenance-related items around the library.

The library will begin working with Cintas for delivery of cleaning tools and products, rugs, soap, cleaning chemicals, and paper products. The Town has also started using Cintas for these types of products.

Alarm & Suppression came on 11/26 to investigate an external camera which wasn't working. It did begin to function again the day before Alarm & Suppression's visit, and they said it looked fine, but it may be nearing the end of its life. If it malfunctions again, they will replace it.

The Sound Mind & Body Book Club met in November with six attendees, its highest attendance to date. Some great book selection ideas are scheduled for 2019.

Ms. Smith and Ms. Richard coordinated and scheduled five adult programs for the winter session.

Director Smith attended meetings of several local organizations in November, as well as the NYLA Annual Conference in Rochester. She attended sessions on programming, marketing and community engagement, safety, leadership, fundraising, and sustainability. She also attended the PLS (Public Libraries Section) breakfast meeting, which recognized all scholarship winners.

Jenn Richard, Head of Adult Services: Ms. Richard reported that 98 attendees participated in 12 adult programs in October. The new program brochure listing programs taking place through February out, and registration is going very well.

Author Louise Miller is scheduled to come to the Library on May 20, 2019. The Friends of the Library will be sponsoring the program.

Ms. Richard will submit the final computer order for 2018 next week, to cycle out computers no longer covered under warranty and update other equipment needed.

There were 372 computer sessions in October, totaling 17,562 minutes.

Rebecca Darling, Head of Youth Services: No verbal report.

### **Reports of Committees:**

Building and Grounds: Tom Shaginaw has been trying and will continue to try to reach Appolo Heating & Cooling regarding installation of the roof-fall protection system.

Budget: the 2019 Library Budget was approved by the Town last week.

### **Unfinished Business:**

Roof fall protection: see Building and Grounds committee report.

Policy change regarding director spending limit authorization: There was some discussion regarding the existing Policy document, and dates of additions and amendments. On a motion by Sue Tomlinson,

seconded by Susan Slovic, the Trustees voted unanimously to add policy P5300 and amend P5400 as presented at the meeting with the clarification edit that approval would be by a *majority* vote.

**New Business:**

SALS Construction Grant: SALS grants are out, awarding up to \$5,000 for library construction projects. The application deadline is December 28. Ms. Richard and Director Smith have discussed applying for a grant to create a local history room by walling off a section of the library at the end of the audiobook and periodical shelving units, where the Tile Table is currently located. Butler Rowland Mays Architects have indicated that the cost of constructing a wall with entrance door, moving shelving and library materials, and relocating lighting fixtures, might be in the neighborhood of \$25,000. We could use bullet aid of \$17,000 and money from the Fund Balance, in addition to the \$5,000 from the SALS grant, to fund this project. A motion was made by Steve Burchett, seconded by Tom Shaginaw, to approve applying for a SALS Challenge Grant for the purpose of constructing a local history/small meeting room. This \$5,000 grant would be met with up to \$20,000 of in-kind funds. The motion passed by unanimous vote.

Book Drop: following a discussion of snow accumulation potentially falling from the roof onto employees emptying the new rear book drop, Trustees unanimously passed a motion made by Steve Burchett, seconded by Tom Shaginaw, to pay Canopy Roofing up to \$3,840 to install snow guards and a box gutter to lessen the effects of run-off above the rear entry drop box and walkway.

The Trustees discussed purchasing a holiday basket containing fruit and baked goods for Library employees from The Country Florist. Susan Slovic will place the order and have the basket delivered during the week of December 17.

Chamber of Southern Saratoga 2019 membership: Ms. Smith outlined some of the benefits to the Library of joining. These benefits include one hour with the Chamber's legal or marketing advisors, the ability to use their multi-media room, networking opportunities, training sessions, etc. A motion was made by Michelle Hernandez, seconded by Sue Tomlinson, to approve spending \$514 for a 2019 membership to the Chamber of Southern Saratoga.

**Adjournment:** At 9:07 pm, on a motion by Steve Burchett, with a second by Susan Slovic, the Trustees voted unanimously to adjourn the meeting.

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