

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
January 30, 2019**

**Call to order:** The meeting was called to order at 7:03 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: [ ]Steve Burchett, [x]John Capano, [ ]Michelle Hernandez, [x]Susan Slovic, [x]Sue Tomlinson, [x]Tom Shaginaw, [x]Steve Zarelli

Town of Charlton Representative – [ ]Doug Ranaletto

Town of Ballston Representative – [ ]John Antoski

**Board Minutes:** On a motion made by John Capano with a second from Susan Slovic, the Board of Trustees voted unanimously to approve the minutes of the November 28, 2018 Board of Trustees meeting.

**Report of Special Funds:** Special funds for December 2018 and January 2019 were reviewed.

**Monthly Financial Statements:** Financial statements for December 2018 and January 2019 were reviewed. It was noted that the amount for the Charlton Grant will need to be adjusted for 2019.

**Approval of Bills:** The December 2018 bills, reviewed and signed by Steve Zarelli, were unanimously approved by the Board of Trustees on a motion made by Tom Shaginaw, with a second from John Capano. The January 2019 bills were reviewed and signed by Steve Burchett. A motion to approve the January bills was made by Tom Shaginaw and seconded by Sue Tomlinson, and passed unanimously.

**Librarians' Reports:**

**Colleen Smith, Library Director:** Director Smith reported that Precision Glass repaired a cracked transom window in the Computer Lab. The newly installed window was found to have a scratch, and Precision returned to install a replacement.

The library received a quote on January 17 from Sweeney Co. to repair the retaining wall, damaged in a car accident on December 20.

A patron slipped and fell on the sidewalk on Jan. 23. An accident report was filed, and follow-up was completed on January 24.

The library closed at 6:30pm on Jan. 23 due to icy, inclement weather.

The library experienced flooding in the reading room on the morning of January 24. Our insurance agent, Amsure, was notified. The library remained closed all day, but reopened on Friday with drying equipment in place. Library staff, especially Byron Phillips, did a terrific job of reporting, assessing, and cleaning up from this unexpected issue.

The SAM grant reimbursement form for the roof repairs completed by Canopy Roofing in October 2018 has been prepared and is ready to submit.

Jenn Richard, Head of Adult Services: Ms. Richard reported that 11 adult programs were held in December, with attendance by 100 patrons. A total of 1,096 attendees participated in 132 adult programs in 2018, up from 1,026 attendees in approximately 123 programs in 2017.

The computers ordered in December 2018 will be delivered and installed soon.

Ms. Richard attended an Adult Program Swap at Upper Hudson Library System on January 17. The next Adult Program Swap will be held at our library in April. Library staff from UHLS, SALS and MVLS attend these meetings to discuss and share information regarding different programs that member libraries have offered, usually based around a theme.

Planning has begun for Summer Reading 2018.

Rebecca Darling, Head of Youth Services: Ms. Darling reported that book clubs and story times are all seeing good attendance. The East Glenville Preschool and the BH-BL ESL classes both visited the Library for field trips in January.

Library mini golf will be held during the school vacation week in February. The Mobile Plantarium, Read to Seamus, and a special story-time program will be held in February as well.

The Youth Services department has begun monthly Summer Reading planning meetings, and its four staff members will attend a summer reading training workshop presented by MVLS/UHLS on February 7.

Ms. Darling reported that Judy's Book Club donated \$300 to the Asa Kaplan Memorial Fund. Book purchases have been made in subjects that Asa was interested in, such as science and engineering.

### **Reports of Committees:**

Building and Grounds: Tom Shaginaw reported that library staff did excellent work cleaning up from the flooding in the reading room. Byron Phillips, especially, is to be commended for his hard work. The flooding was apparently caused by improper grading of landscaping, compounded by a crack in the floor. It will cost approximately \$5,000 to replace the carpet. Insurance will cover some of the expenses.

A motion was made by Tom Shaginaw, seconded by John Capano, to request that the Board of Trustees allocate funds, not to exceed \$500, to purchase two SSRA1 standing seam roof anchors from standing seam roof anchor.com, harnessland.com or like supplier. The library will own these anchors and Appolo will install them for each use to mount their safety harnesses when servicing our rooftop units. The Library will retain the anchors.

Lee Byers from Appolo is looking into the problems with the Community Room thermostat.

### **Unfinished Business:**

Patron feedback regarding the new drive-up Book Drop at the rear of the library has been mostly positive. Roof gutter has been installed over that area but the book drop has not been anchored in place. The indoor drop will be closed after Presidents' Day; then the vestibule will be able to be locked when the Library is closed. A final grant report has been submitted to SALS. Ms. Richard is continuing to speak with Lisa Hayes regarding the estimate given in December for the construction of a Local History room.

**New Business:**

Reading Room water damage: see Building and Grounds Committee report.

8<sup>th</sup> Annual Mini Golf: Trustees voted unanimously to approve a motion made by Tom Shaginaw, seconded by John Capano, to spend \$100 from the Trustees Fund to sponsor a library-themed hole, which will be decorated by library staff.

A meeting will be scheduled between the librarians and the Long-Range Planning Committee to review the 2017-2020 Long-Range Plan.

**Adjournment:** At 8:05 pm, on a motion by Sue Tomlinson, with a second by John Capano, the Trustees voted to adjourn the meeting.

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