

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
March 27, 2019**

Call to order: The meeting was called to order at 7:01 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]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 January 30, 2019 Board of Trustees meeting.

Report of Special Funds: Special funds for January 2019 and February 2019 were reviewed. It was noted that donations of \$800 were received for the Asa Kaplan fund.

Monthly Financial Statements: Financial statements for January 2019 and February 2019 were reviewed. The Trustees Fund Balance is projected to increase by \$10,871 in 2019.

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

Librarians' Reports:

Colleen Smith, Library Director: Director Smith reported that the indoor book drop was removed and closed in by Thanasi Geanopoulos. The resulting closet has been converted to storage space for Adult Services-related items.

A new thermostat was installed in the Community Room on 3/19. Byron will patch the area where the old thermostat had been.

Landmark Flooring installed new carpet tiles and cove molding in the Reading Room on 3/22. We received an insurance check from Selective Insurance which covered ServiceMaster's clean up from the January Reading Room flood and \$4,806.85 toward replacement carpeting. The proposal for the carpet replacement was \$5,081.85.

Electrician Joe Caracciolo replaced several light bulbs and made some subsequent repairs to light fixtures on 3/25.

Ms. Smith reported that the library received an insurance check in the amount of \$925 for the retaining wall damage sustained in December 2018.

P&J is obtaining the permit needed for HVAC installation. Units are expected to arrive in late March, and Director Smith will call to schedule installation. Additionally, roof top anchors have been ordered that will allow Appolo Heating to go onto the roof to inspect the HVAC units.

The Sound Mind & Body Book Club did a cookbook selection for the first time in March. Attendees brought and shared dishes they had prepared.

Director Smith and Rebecca Darling met with Ballston Spa Superintendent, Ken Slentz, and Director of Curriculum, Instruction and Assessment, Kathleen Skellie, to discuss ways the library can partner with the Ballston Spa School District to support the district's literacy work and share information about the library's resources and programs.

Jenn Richard, Head of Adult Services: Ms. Richard reported that there were 352 computer sessions totaling 15,733 minutes in February. There were 11 adult programs with 54 attendees, and 4 exams were proctored. Thirty-two outside groups have reserved and met in the Community Room.

The program flyer for late winter/spring adult programs is now out. New programs include a 2-part Calligraphy class, and a Make Your Own Book Wreath class. Ms. Richard has been working on expanding promotion outreach for Library programs.

The rescheduled Daddy Daughter Hair Do class was a huge success. Ms. Richard is looking into variations of this program for the future.

Ms. Richard reports that there have been 32 uses of the Community Room by new and outside groups this year-to-date.

A meeting was held on 3/25 with Lisa Hayes and Steve Rowland from Butler, Rowland and Mays to discuss the History Room project in greater detail, along with other possible future projects. There is a possibility of receiving grant money for upgrading lighting, repairing sidewalks, and paving/restriping the parking lot.

Rebecca Darling, Head of Youth Services: Ms. Darling reported that attendance at February and March programs has been excellent. Programs offered on BH-BL half days are filling up nicely. Music Medley, story times, and elementary book clubs are continuing; the teen book club has ended for the year.

Page Hannah Smithgall's last day with the library was March 25, and Charity Shillito has been hired to fill the position. Edison Roberts has been hired to take Victoria Bull's position starting in April.

The Youth Services Department is meeting monthly to prepare for Summer Reading. Ms. Darling will attend a SALS Summer Reading Workshop on 4/4.

Reports of Committees:

Long-Range Plan committee: The committee met with the library leadership team on 3/19 to discuss the 2017-2020 Strategic Plan, and to begin to think about planning for the upcoming 2021-2024 plan. The librarians will review progress made toward completing goals and will share with the LRP committee by the next monthly Board meeting on April 24. The committee will meet again in late April or early May.

Unfinished Business:

RTU replacement: see Director's Report.

2018 budget wrap-up: Tom Shaginaw provided a financial summary of the 2018 library budget. The projected 1/1/2019 fund balance is \$249,795, up \$10,871.

New Business:

Steve Burchett made a motion, seconded by Michelle Hernandez, to approve the NYS Annual Report. Motion carried on a 6-0 vote, with one abstention by Tom Shaginaw.

Trustee term renewals: Trustee John Capano will not take on another 5-year term on the library Board. Susan Slovic, whose term is also up on July 1, is undecided at this time.

On a motion by Steve Burchett, with a second by Susan Slovic, the Trustees voted unanimously to approve the hiring of new page Charity Shillito. Also in a unanimous vote, Trustees voted to approve a motion made by Tom Shaginaw, seconded by Michelle Hernandez, to approve the hiring of page Edison Roberts.

The Summer Reading kick-off event will be held on June 24 at Jenkins Park. Ms. Darling asked the Trustees to consider paying \$225 from the Fund Balance to cover music for the event. After some discussion, it was decided it was more appropriate to fund the music from the Programming budget line item, and use the Trustees Fund for a more unique expenditure.

Phase 1b Construction/Local History Room update: see Adult Services report.

SALS CE grant: a motion was made by Susan Slovic, seconded by Steve Burchett, and passed unanimously, to apply for a SALS Continuing Education Challenge grant for \$1,000 for a workshop on Effective Communication and Cohesive Team Building. The workshop will be conducted by Evelyn Neale, Organizational Coach and Trainer with Successful Change, Inc. The Library will close at 3pm, and the training will run from 3:30-6pm. Trustees are invited to attend dinner with the staff at 6:15, funded from the Trustees fund.

There was discussion of moving the June monthly meeting to June 19, following dinner with Library staff after their workshop. A decision was not reached, and the matter was tabled for further discussion at the April meeting.

Trustees received invitations to the SALS Annual Meeting, to be held May 20 at Fort William Henry Hotel & Conference Center, Lake George.

Director Smith has begun work on the Annual Report to the Public.

Executive Session: at 8:15 pm, on a motion by Tom Shaginaw, seconded by John Capano, trustees voted unanimously to adjourn the public session of the meeting and enter executive session to discuss the upcoming Director Evaluation. At 8:23 pm, Steve Burchett made a motion to exit executive session, seconded by John Capano. The Trustees voted unanimously to approve the motion.

Adjournment: At 8:25, on a motion by Susan Slovic, with a second by John Capano, the Trustees voted unanimously to adjourn the meeting.

Minutes submitted by: Sue Tomlinson, Secretary