

Town of Ballston Community Library

Board of Trustees Meeting Minutes

April 24, 2019

Call to order: The meeting was called to order at 7:08 pm by President Steve Zarelli

Present:

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

Trustees: [x]Steve Burchett, []John Capano, []Michelle Hernandez, [x]Susan Slovic, []Sue Tomlinson, [x]Tom Shaginaw, [x]Steve Zarelli

Town of Charlton Representative: []Doug Ranaletto

Town of Ballston Representative: [x]John Antoski

Others: Jessica Anderson and Cathy Hoehn of Leadership Saratoga, an organization sponsored by the Saratoga County Chamber of Commerce.

Board Minutes: On a motion made by Steve Burchett with a second from Sue Slovic, the Board of Trustees voted unanimously to approve the minutes of the March 27, 2019 Board of Trustees meeting.

Report of Special Funds: Special funds for April 2019 were reviewed.

Monthly Financial Statements: Financial statements for April 2019 were reviewed.

Approval of Bills: The March 2019 bills, reviewed and signed by Sue Slovic, were unanimously approved by the Board of Trustees on a motion made by Tom Shaginaw, with a second from Steve Burchett.

Librarians' Reports:

Colleen Smith, Library Director, reported that Appolo Heating performed maintenance on the Roof Top (Heating/Cooling) Units (RTUs) on 4/12 and that three RTU units were replaced on April 16-18 by P&J Corp.

New roof leaks occurred on 4/9. Canopy Roofing & Sheetmetal investigated the source on 4/12 and has proposed a repair that is estimated to cost \$995. The work has not yet been scheduled.

Sweeney Co. has been contacted to repair the retaining wall damage.

Ants were discovered in the staff kitchen. The library began in-house treatment which was followed up by Nature's Way Pest Control during their regular monthly check of rodent bait stations.

Many staff members have been attending free workshops offered by SALS as part of its Adirondack Workforce Development Grant. The first two workshops addressed Customer Service (4/9 and 4/11) and Conflict Resolution and Mediation (4/23 and 4/25).

Terry Riley and Colleen Smith attended a mandatory Saratoga Civil Service training workshop on Wednesday, 4/3.

SALS' Jill Ryder will present an on-site Patron Registration workshop at the library for staff on 4/29.

Library Staff Development Day will be held on Wednesday, June 19, 3:30-6:00 pm. The library will close at 3:00 pm on that day.

Ms. Smith reported that the Library Moonwalk program, provided an additional \$180 grant.

Rebecca Darling, Head of Youth Services, reported on a busy April in the Children's Room. A full schedule of programming including Fidget Grows A Pizza Garden, the Puppet People and reading with therapy dogs augmented the regular weekly programs. The youth book clubs will all wrap up for the year in May and return in September.

As part of the community outreach, Ms. Darling was part of the Charlton School's First Annual Career Fair on April 5. Terry Riley, the library's Account Clerk, also took part in the Career Fair.

Four classes of kindergarteners from Pashley Elementary School visited the library in April. All the participants were able to tour the library, listen to stories, make a bookmark and borrow a book. Ms. Darling will begin visiting the schools in May to promote the Summer Reading Program.

Edison Roberts began training on April 22. He is replacing Victoria Bull who will become a page substitute as of May 7.

Preparations are underway for Summer Reading. Ms. Darling attended SALS Summer Reading Workshop on April 4th at SALS and was a presenter on a panel at an annual teen services workshop at the East Greenbush Library on April 11th.

Ms. Darling will attend SALS 21st Century Engagement & Communication Skills series focusing on Conflict Resolution & Mediation on April 25th in Queensbury.

Jenn Richard, Head of Adult Services, reported that on March programming consisting of 15 Adult Programs with 179 attendees. April has also been a busy month for adult programming, with some new classes offered, such as Calligraphy, and a Book Wreath making program.

In addition to the current modes of publicity being used, the Library is now submitting events to online calendars. The online calendars include: The Chamber of Southern Saratoga County, The Gazette, The Times Union, and the Ballston Journal online. Other outlets will be pursued as well. Currently, the publicity focuses on larger events and newer programming, with other topics being considered for future publicity.

The Adult Program Swap, hosted by the Town of Ballston Community Library on Tuesday, April 16th was very successful, with 13 Librarians from other SALS, MVLS, and Upper Hudson Libraries participating to share best practices in Adult Programming. Many of the visiting librarians took the opportunity to tour the library.

May will be busy with adult programming. Boston based author Louise Miller, author of The City Baker's Guide to Country Living, and The Late Bloomer's Club will be speaking at the library. There will also be a Blood Drive and another Essential Oils class, in addition to regular programming.

Reports of Committees:

Personnel: Steve Zarelli noted that the Director evaluation is underway, and the Personnel committee has been receiving input from the trustees.

Long Range Planning: The Draft Long-Range Plan is nearly complete and will be sent by Ms. Smith to the committee this evening.

Unfinished Business:

There was a suggestion to reschedule the June Trustee Meeting to 19 June. This is driven by a conflict with the Burnt Hills Ballston Lake High School Graduation on 26 June. A decision was not reached, and the board will decide this in the May meeting.

Sign up for the SALS Annual Meeting, to be held on 20 May, 2019, is due to Ms. Smith on 3 May.

New Business:

The current status of the effort to replace outgoing trustees was discussed. Some applications have been handed out, one has been returned.

It was reported that the Town of Ballston has implemented a summer schedule for their board meetings. The Ballston Board will meet once a month through the summer; dates are 27 June, 30 July and 27 August.

The need for a nominating committee (to identify candidates for roles among the Library Trustees) was noted. Tom Shaginaw volunteered to fulfill that role for 2019.

The need to begin the 2020 budget planning was discussed. This will be revisited through the budget cycle.

On a motion by Tom Shaginaw, seconded by Steve Burchett, the Trustees voted unanimously to approve paying P&J Corp. Mechanical Contractors \$29,748 for replacement of three heating and cooling units from the library fund balance. \$26,438 of this will be submitted for reimbursement from DASNY for the remaining balance of the 2016 SAM Grant previously received.

Ms. Smith reported that she expects an update from Rowland, Butler and Mays on the proposed History Room before next month's Trustee Meeting.

Adjournment: At 7:58 pm, on a motion by Steve Burchett, with a second by Sue Slovic, the Trustees voted to adjourn the meeting.

Minutes submitted by: Tom Shaginaw