

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
May 29, 2019**

Call to order: The meeting was called to order at 7:00 pm by Vice president Michelle Hernandez

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

Trustees: []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 – [x]John Antoski

Guests: Sara Dallas, Director SALS, trustee applicants Mary Anderson, Terry Northrup, Carolyn Speenburgh, Julia Stone

Presentation: Director Sara Dallas shared that SALS will begin utilizing Arnoff Moving as their courier for interlibrary loans beginning Monday June 3. SALS has implemented new standards for Trustee education and will continue offering workshops for trustees. Ms. Dallas discussed the updated Minimum Public Library Standards in New York State which will take effect on January 1, 2021. Three new standards have been added: programming, technology training, and working with community partners.

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 April 24, 2019 Board of Trustees meeting.

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

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

Approval of Bills: The May 2019 bills, reviewed and signed by Tom Shaginaw, were unanimously approved by the Board of Trustees on a motion made by Susan Slovic, with a second from John Capano.

Librarians' Reports:

Colleen Smith, Library Director: Director Smith reported that Wiring Concepts installed two power outlets on the roof per code requirement. Following a successful final inspection, the Library received a Certificate of Compliance for the new HVAC units.

Canopy Roofing complete roof repairs on April 27, per previously submitted proposal.

Sweeney Co. has been contacted to schedule repair of the retaining wall.

Nature's Way Pest Control followed up on continued ant presence during their regular monthly visit. The problem appears to have improved.

Frost Excavating visited on May 9 and proposed two options for exterior drainage improvement to mediate the issues that led to the January flood in the Reading Room.

Mangione Locksmith repaired the lock on the library's front door on 5/28.

The Friends' Book Sale proceeds (\$1,149) and Spring Fling basket raffle proceeds (\$2,377) were record highs. The Friends shared half of the book sale proceeds, \$574.50, with the library.

Better World Books has terminated their account with the library, due to high operation and shipping costs. New methods of disposing of leftover books following the Book Sale are being explored.

The library sent letters to Assemblywoman Walsh and Senator Tedisco with 2019 Budget Aid requests. Only \$5M each is available to the Senate and the Assembly, much less than in previous years.

The library now has a NYLA Organizational Membership, saving the library \$100 annually. All Trustees can become non-voting NYLA members at no extra cost.

Staff members continue to attend free workshops offered by SALS as part of its Adirondack Workforce Development Grant.

Library Staff Development Day will be Wednesday, June 19 from 3:30-6:00 pm. Dinner with the Trustees will follow at 6:15 pm. The library will close early at 3 pm so all staff can attend.

Rebecca Darling, Head of Youth Services: The Spring session of Youth programs finished up last week.

Ms. Darling visited BH-BL 5th grade classes in May to promote Summer Reading. More than 50 students have registered to be summer volunteers. Visits to younger classes will take place in June. Summer Reading officially begins June 21, with the Summer Reading Kickoff Party to be held in Jenkins Park on June 24. The Friends of the Library are sponsoring that event. 87 youth services programs will be offered over 7 weeks. Community partners in Summer Reading are BH-BL CSD, Summer Rec, the Glenville YMCA, Jenkins Park, SALS, and the Friends.

The Youth Services staff will be walking in the Flag Day parade on June 13. They continue to meet monthly to prepare for Summer Reading, and training for the pages will take place in June.

Jenn Richard, Head of Adult Services: Ms. Richard reported that 17 adult services programs took place in April, with 185 attendees. New programs, Calligraphy (2 sessions) and Wreath Making, proved popular.

New computers were received from the last order from JA, and installed on May 21. The next computer order has been submitted. Accent Furniture came to the library to fix a DVD cabinet drawer, still under warranty.

On May 8, Ms. Richard attended the Adult Program Palooza at Crandall Library in Glens Falls. The daylong event covered programming for adults at public libraries; marketing; and coordinating staff for event coverage. She reported that many useful ideas were presented and shared.

Reports of Committees:

Building and Grounds: Estimates for sidewalk replacement range from \$65,000 to \$83,000.

Finance: Tom Shaginaw reported that Director Smith and Terry Riley responded to a request from the Town Budget Director to provide historical construction information on the Library, in support of an external audit. The team provided data on 17 years of construction expenditures.

Long-Range Plan committee: The committee met to discuss input received from the library leadership team on progress made to date toward the 2017-2020 Strategic Plan. Significant progress has been made toward the library's goals.

Unfinished Business:

Phase 1b Construction/Local History room: Butler, Rowland, Mays provided a detailed Services Authorization following up on the March 25 meeting with Ms. Smith, Ms. Darling and Ms. Richard and trustees Sue Slovic and Michelle Hernandez. The document describes the scope of work based on the conceptual design dated 3/31/2014. Increases in consultants' fees and a recommended 10% construction contingency due to cost increases in construction materials have resulted in an increased Opinion of Probable Construction Costs to \$46,525. After July 1, the project will qualify for a State Aid for Library Construction grant.

June meeting date: It was agreed to change the date for the June Board of Trustees meeting to June 19, to coincide with the Staff Development workshop which will take place from 3:30-6:00. Trustees are invited to join the staff for dinner at 6:15, with the meeting to follow at 7:15.

LRP progress review: see Reports of Committees.

2019 budget: 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:

Trustee vacancies: The library has received 4 applications from candidates interested in filling the 2 Trustee vacancies.

Officer nominations: Steve Zarelli has expressed interest in continuing to serve as Board President. Michelle Hernandez, Sue Tomlinson and Tom Shaginaw are willing to be Vice President. Steve Burchett wishes to continue as Treasurer, and Michelle Hernandez, Sue Tomlinson and Tom Shaginaw indicated willingness to serve as Board Secretary. Elections for these officers will take place in June.

Drainage work update: Frost Excavating provided two options for work to improve grading and/or drainage along the side of the building that experienced flooding in January. The trustees requested a recommendation by another contractor for comparison.

Dinner for Staff Development day: A motion was made by Tom Shaginaw, seconded by John Capano, to spend up to \$600 for dinner for the staff and trustees following the Staff Development training sessions on June 19. It passed unanimously.

Travel expense reimbursement: Director Smith met with Town Supervisor, Tim Szczepaniak, and Town Attorney, Debra Kaelin, to discuss reimbursement for travel costs. The Town will reimburse all reasonable and acceptable travel expenses.

Notary Public insurance: Ms. Smith and Ms. Darling are Notary Publics. Insurance is available for “errors and omissions” with regard to providing this service. Insurance for a \$25,000 annual policy is available for \$35 each. Town Attorney, Debra Kaelin, will investigate whether the Town’s existing Town Code will cover employees performing notary public duties and report back to Ms. Smith.

Byron Phillips’ cell phone: Byron will no longer be using a Town cell phone. He is more comfortable using his personal mobile phone.

Adjournment: At 8:14, on a motion by Tom Shaginaw, with a second by John Capano, the Trustees voted unanimously to adjourn the meeting.

Minutes submitted by: Sue Tomlinson, Secretary