

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
July 31, 2019**

Call to order: The meeting was called to order at 7:04 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, []Michelle Hernandez, [x]Terry Northrup, [x]Carolyn Speenburgh, [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 Tom Shaginaw, with a second from Sue Tomlinson, the Board of Trustees voted unanimously to approve the minutes of the June 19, 2019 Board of Trustees meeting as corrected.

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

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

Approval of Bills: The July 2019 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 Terry Northrup.

Librarians' Reports:

Colleen Smith, Library Director:

Building – Zappolo's Lawn Services performed tree trimming on July 27 after the library closed. One tree was not trimmed due to the presence of a hornet's nest, which has since been removed. Zappolo's will return to trim that particular tree, and they will come back in the fall to cut back some overgrown bushes. Their estimate for that work is \$875.

JH Property Services looked at the exterior grading project and will provide an estimate to do the work.

Steve Nicoll cleaned the septic tank at the end of June. He recommends waiting on the new access point until fall, as the installation would be very disruptive during the busy summer season. He will also give suggestions for a different type of lid, rather than the existing cement one.

Two individuals were observed dumping four bags of garbage in the library dumpsters on July 10. Director Smith contacted Deputy Zach Cicardi, but neither he nor the BHBL High School principal recognized the individuals on security footage, and the license plate number of the vehicle used wasn't clear enough to be read. Deputy Cicardi advised keeping an eye out in case it becomes a pattern. A No Dumping sign has been ordered and will be installed behind the library, and will assist officers if they need to get involved in the future. The library also ordered a 24-Hour Surveillance sign to hang in the staff parking area. According to Alarm & Suppression, an improved camera system (much higher capacity 4TB DVR + 2 hi-def cameras) would cost \$4,100. The librarians stated that there are 3-4 incidents per year when improved surveillance video would be helpful; Director Smith isn't sure the situation warrants such an expenditure. Library staff will monitor the problem.

The library's water meter is going to be replaced soon.

Byron Phillips continues to help complete many tasks in the library.

Personnel – Deputies Cooper and Brooks from the Saratoga Sheriff's office conducted a Lock Down drill for library staff on July 17. They provided a lot of great information and reinforced what staff learned at the Active Shooter drill. Actions to be taken as a result of the drill include the installation of more mirrors to improve line of vision, and cleaning the areas under staff desks so that a person could hide underneath in the event of an emergency. The deputies also tested the 911 panic buttons, which worked successfully. We will be reaching out to schedule a Stop the Bleed workshop for staff and the public. Staff and Trustees discussed the fact that upstairs spaces to hide in are limited, and ways to block or lock the Children's Room are not very feasible.

The new SALS delivery service is working out very well.

Ms. Smith and Ms. Darling have notarized twelve documents so far in 2019. Director Smith learned that Town insurance will cover any errors or omissions, so additional insurance is not necessary. A discussion took place as to the pros and cons of advertising that there is a notary on staff.

Rebecca Darling, Head of Youth Services:

Ms. Darling reports that this year's Summer Reading program has been busy and very well-received. More than 75 youth programs will be offered over the summer, and there are 1,043 people enrolled ages birth-high school. A program utilizing Finch Robots from SALS was a big hit, accommodating approximately 35 kids in three sessions. Outreach events have included a Mad Scientist program at the Glenville YMCA, Puppet People at Charlton Heights, and Story Time in Jenkins Park. Programming will continue through August 9, and the last day for prizes is August 14. Students can continue to log minutes read through Labor Day week-end.

Jenn Richard, Head of Adult Services:

Five adult programs were offered in June, with 71 people in attendance. The Summer Reading Kickoff Party in Jenkins Park had 250 attendees! Feedback from the event was very positive, and the Adult Services staff are planning on doing a similar event next year. There are 230 adults enrolled in Summer Reading.

McMillan has announced a change in their e-book lending policy. Only one copy of a new release may be purchased per library system (i.e. all of SALS). The digital lending platform Hoopla may help bridge the gap; Ms. Richard will continue to investigate it.

Ms. Richard reached out to the Albany Guardian Society regarding partnering with the library. The AGS works with seniors, helping them find services, etc.

Ms. Richard also spoke with Carol Gumienny at the Town regarding delivering library books with meals.

Reports of Committees:

Personnel: The Director's annual review was conducted. The committee would like to work toward creating a schedule for Director reviews as well as those of other personnel.

Building and Grounds: no report.

Budget & Finance: See Unfinished Business.

Unfinished Business:

Prior to the roll-out of the 2020 preliminary library budget, President Zarelli introduced the basic budget process to our two new Trustees, Terry Northrup and Carolyn Speenburgh.

The Budget & Finance committee has had a couple of meetings with the library leadership team. Tom Shaginaw presented three budget scenarios for 2020, one flat relative to staffing, one involving a leadership reorganization, and one with the addition of a new librarian as well as the leadership reorganization. Budget implications of these three scenarios were discussed.

New Business:

A motion was made by Tom Shaginaw, seconded by Carolyn Speenburgh, to appoint Ruta Tomik to the Youth Services clerk position, effective August 12, 2019. It passed with all in favor.

Following some discussion, Trustees approved a motion made by Sue Tomlinson, with a second from Tom Shaginaw, to approve closing the library an hour early on Tuesday, September 17 for a library staff meeting. It passed unanimously. Director Smith stated that the library leadership team would like to hold quarterly staff meetings, though not necessarily the same day/time each quarter.

An End of Summer Celebration for library staff and volunteers will take place on August 25 at 4pm, at Jenkins Park. Trustees are invited to attend.

The Town has cut back its meeting schedule to one meeting per month for the rest of 2019. It will be the last Tuesday of the month.

Ms. Smith informed Trustees that October 1, 2019 is when the Town expects to launch a new financial software package.

Adjournment: At 10:15pm, Terry Northrup made a motion to adjourn the meeting. It was seconded by Carolyn Speenburgh, and passed unanimously.

Minutes submitted by: Sue Tomlinson, Secretary