

**Town of Ballston Community Library**

**Board of Trustees Meeting Minutes**

**September 25, 2019**

**Call to order:** The meeting was called to order at 7:04 pm by President Steve Zarelli

**Present:**

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

Trustees:  Steve Burchett,  Carolyn Speenburgh,  Michelle Hernandez,  Julia Stone, [ ] Sue Tomlinson,  Tom Shaginaw,  Steve Zarelli

Town of Ballston Representative:  John Antoski

Town of Charlton Representative: [ ] Doug Ranaletto

Others: None

**Board Minutes:** On a motion made by Tom Shaginaw with a second from Steve Burchett, the Board of Trustees voted unanimously to approve the minutes of the August 28, 2019 Board of Trustees meeting.

**Report of Special Funds:** Special funds for September 2019 were reviewed.

**Monthly Financial Statements:** Financial statements for September 2019 were reviewed.

**Librarians' Reports:**

Colleen Smith, Library Director, reported on activities related to the library building, noting that the rear staff door was repaired (core replacement), and that Joe Whalen visited the library and recommended the library pursue a drainage solution for the building exterior in response to the January 2019 reading room flood. Ms. Smith also reported that Mr. Whalen recommended going back out to bid for the sidewalk replacement in February 2020 targeting project execution in April.

Ms. Smith reported that the library and Friends of the Library are working on the final details to work with ThriftBooks for handling leftover book sale books. The book sale will take place October 2-5.

Ms. Smith noted that the library received a \$26,438 reimbursement check from DASNY to offset the installation of three HVAC rooftop units. This is the final reimbursement from the 2016 SAM grant, and the grant is now completed. The P&J invoice for purchase and installation of the rooftop units was for \$29,748 (a difference of \$3,310). The reimbursement check will be credited to the library's fund balance.

Ms. Smith reported that nineteen library staff members attended the Town of Ballston's Sexual Harassment Training on 9/17 and 9/23. Employees who didn't attend will provide proof of attendance from another employer or complete online training to be provided by the Town.

The library staff meeting on September 17 was well attended. The library leadership team reviewed the proposed library budget, the NY State Aid for Library Construction Grant application, the planned library sidewalk replacement bid, and several procedures & policies dealing with circulation, patron privacy,

online program signup, and the Safe Child Policy. The next library staff meeting is tentatively planned for January 2020.

Rebecca Darling, Head of Youth Services, reported on Fall Programming, noting that the kids had a great time at Exploring Boxes with the Wonder Room and the Table Top Games and reading with therapy dogs in addition to regular story times and book clubs.

Ms. Darling noted that on October 7 and 9 the kindergarten classes of Stevens Elementary will visit for their annual field trip. Each child will take a tour, make a craft and get their own library card.

Ms. Darling reported on several special events coming up in October, including a series of programs on Tuesday, October 22 because it is a half day for BH-BL Students. Other offerings include Bones, Bones, Bones on Saturday, October 19 for kids in grades K-4.

Ms. Darling reported that in August 2019, 21 programs were offered, and 320 people participated, bringing the year to date participation in Youth Services programming to 6,911.

Ms. Darling noted that she will attend a Youth Services meeting at SALS on October 3<sup>rd</sup>, and, that, on October 19<sup>th</sup> Rong-Jane will participate in a New York State webinar "Baby and Me at the Library."

Ms. Darling also stated that the staff has been working hard inventorying the collection and moving shelves to make better use of space. She expressed thanks to Billy and Byron for moving furniture and shelving to Town Hall.

Jenn Richard, Head of Adult Services, reported that Summer Reading numbers for adult were slightly above last year, and that details will be provided in next month's report.

On Thursday, September 26<sup>th</sup>, Ms. Richard will attend another Adult Program Swap at the Guilderland Public Library. SALS will also be offering some technology training webinars in the coming months on various topics, that Ms. Richard will attend as possible.

Ms. Richard will graduate the NYLA Leadership and Management Academy and will receive her certificate at the banquet on the Friday evening of the NYLA conference in November. The board of Trustees and library staff congratulates Ms. Richard on this achievement.

#### **Reports of Committees:**

Personnel: None

Long Range Planning: None

Budget and Finance: Mr. Shaginaw reported that Ms. Smith had been contacted by Jeanette Borthwick, regarding the Library's 2020 Proposed Budget, with questions. The town will be conducting a budget workshop on 7 October, though at this time, they have not requested Library engagement in that session. Ms. Smith noted that Jeanette recommended reducing the health insurance line based on planned health rates for 2020. The Budget and Finance team will work up the number as requested and provide it to Jeanette but will leave the 2020 request as is.

Building and Grounds: Mr. Shaginaw thanked the Staff and Trustees for their input on the effort that will be described in the NY State Aid for Library Construction grant topic below.

Policy: None

**Unfinished Business:**

Drainage discussion: Ms. Smith reported on meetings with Bob Frost (of Frost Excavating), Joe Whalen and others regarding the drainage and foundation work to ensure the flooding experienced in January 2019 doesn't recur. There was discussion on the breadth of solutions, and it was agreed to authorize more funding than in the estimate. A motion to approve up to \$5,000 for Frost Excavating to resolve the issue as described and allowing the team to take additional steps, as appropriate, once the work has begun, was made by Steve Burchett and seconded by Julia Stone was unanimously approved.

Vacation rollover and leave plan for Rebecca Darling: Ms. Smith and Ms. Darling described a plan for Ms. Darling's 2020 leave. The plan consists of moving 5 days of Ms. Darling's 2019 vacation into 2020 (which was approved by the Ballston Board in the 24 September 2019 meeting), and a leave plan. Ms. Darling has submitted a detailed plan to Ms. Smith that includes 90 days of paid leave, and 90 days of unpaid leave. Ms. Smith has spoken with Civil Service about hiring a full-time temporary librarian for 3 months with an option to renew.

NY State Aid for Library Construction grant application: Ms. Smith outlined the construction grant plan that will create the local history room, a small conference room opposite the circulation desk as well as to modernize the lighting in both the first floor stacks between the circulation desk and the new local history room, and in the mains stacks area of the second floor. The lighting changes will introduce new energy efficient LED lights which will improve both the lighting performance and aesthetics. On a motion from Tom Shaginaw, seconded by Carolyn Speenburgh, the decision to pursue the Library Construction grant for this purpose was unanimously approved.

2020 Library Calendar: Ms. Smith overviewed the 2020 Library calendar. The construct is unchanged from the 2019 plan and was unanimously approved after a motion from Steve Burchett, seconded by Michelle Hernandez.

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

**New Business:**

Ms. Smith reported that the Town of Charlton will conduct two budget workshops on September 30 and October 7. The library has not currently been scheduled to attend either, but, is prepared to support as requested.

Ms. Smith reported that the Town of Ballston is transitioning its budget software to Tyler Technologies Incode10 software. The existing system will be unavailable during the transition (from 8 October to 15 October).

**Adjournment:** At 8:39 pm, on a motion by Steve Burchett, with a second by Carolyn Speenburgh, the Trustees voted to adjourn the meeting.

**Minutes submitted by:** Tom Shaginaw