

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
December 4, 2019**

Call to order: The meeting was called to order at 7:02 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, [x]Michelle Hernandez, [x]Carolyn Speenburgh, [x]Julia Stone, [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 Michelle Hernandez, with a second from Carolyn Speenburgh, the trustees voted unanimously to approve the minutes of the October 30, 2019 meeting as corrected.

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

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

Approval of Bills: The November 2019 bills, reviewed and signed by Sue Tomlinson, were unanimously approved on a motion made by Michelle Hernandez, with a second from Tom Shaginaw.

Librarians' Reports:

Colleen Smith, Library Director:

Budget:

- The Ballston Town Board approved the 2020 budget, which includes \$670,173 for the library. The Town of Charlton budget also passed.
- Director Smith and Account Specialist Terry Riley met with Jeanette Borthwick to discuss the impact of the town's new Incode software in library workflow. The town has moved up the deadline for processing monthly invoices and voucher to the Friday prior to the Town Board meeting. Additionally, in keeping with NYS comptroller standards, the town will no longer issue checks for library programs in advance of their occurrences. We're hoping program providers will be willing to wait up to a week past 30 days for payment.
- The town delivered a copy of the 12/31/18 financial report based on BST's audit of the basic financial statements of the town. The report shows a library fund balance of \$300,406.

Building:

- Frost Excavating completed the drainage project on November 4-5.
- Appolo completed servicing on the remaining roof-top units. The library has a new service contract with them for 2020.
- Our sidewalk repair will be re-bid in conjunction with the town's Lakehill sidewalk project, which was funded by a DASNY grant. The library's portion of the work will come from library funds.
- The library's snow blower stopped working during the big storm this week. Thanks to Tim Newell who contacted Mike Brewster from Gil's Garage and the Burnt Hills Rotary. Mr. Brewster delivered a snow blower to the library to use and brought the library's broken snow blower to Burnt Hills Hardware, who kindly repaired it and delivered it back to the library the same day.

Personnel:

- Several staff members attended Workplace Violence Prevention Training presented by the Saratoga Sheriff's Department on November 12 at Town Hall. Some library staff attended a similar training at the library in July.
- The library leadership team discussed staff evaluations, which will be completed by the end of January.
- Ms. Smith prepared the final report on the SALS CE challenge grant. The funding was used toward the program presented at the June staff development day.

Friends of the Library:

- We received our first statement from Thrift Books following the fall book sale. The Friends received proceeds of \$83.44 after paying \$109.26, our share of the freight costs.
- Two hundred forty people attended the tree lighting ceremony on Dec. 3.

Rebecca Darling, Head of Youth Services:

The Youth Services department has finished up a very successful Fall Session, and the Winter program session kicks off on December 2, running through Feb. 14, 2020.

Upcoming special events include The Wizard of Oz presented by the Puppet People at Ballston Town Hall, three Table Top Game events in December, a gingerbread program, A New Years Story Time, Read with Leela and Seamus, and a magic show.

Ms. Darling attended the annual NYLA conference in Saratoga Springs, where she and Tim Newell of the Friends presented about our Mini Golf fundraiser as part of the session "Fundraising Without Book Sales". It was very well received.

The Youth Services department has begun planning for Summer Reading 2020.

Jenn Richard, Head of Adult Services:

October saw 48 attendees in 5 adult programs. November was a busier month, with the very successful Make-It-Merry holiday programs, increased from the three originally planned to five, due to high patron interest. They brought 136 attendees in to the library.

Ms. Richard attended NYLA, and found a program on attracting new cardholder and retaining current cardholders to be very interesting. She will implement some of the ideas presented.

There will be some new adult programs coming in 2020, including a stamp/card-making program. 2019 saw roughly a 30% increase in adult program attendance over 2018.

Accent Furniture came to investigate some cabinet locks, and will be coming back to replace one of them.

Reports of Committees: None.

Unfinished Business: None.

New Business: The Director discussed that snow removal is harder for our Maintenance/Cleaner to handle on his own, now that the Town does not have a similar position on staff who was able to assist Byron. The Town now contracts out for this service. Ms. Smith will get some quotes for this service and report in January.

The SALS Challenge Grant application is due December 27. Trustees discussed applying for a construction grant to paint the upstairs, outside of the Children's Room. Cost of the project may be upwards of \$20k. The grant maximum would be \$5k, with the remainder to come from the fund balance. A motion was made by Tom Shaginaw, with a second from Michelle Hernandez, to approve up to \$15k from the Trustees Fund to combine with \$5k from a SALS Challenge Construction grant to paint upstairs in the library, outside of the Children's Room.

The town has approved opening an account with NYCLASS (New York Cooperative Liquid Assets), which is similar to a money market account. Jeanette Borthwick recommends the library open one too. It is a risk-averse fund, and it will earn more interest than we currently get from the bank. On a motion by Sue Tomlinson, seconded by Julia Stone, the Trustees voted unanimously to instruct the town to transfer \$200,000 from the library's fund balance to NYCLASS Investment.

Adjournment: At 8:17 pm, Michelle Hernandez made a motion to adjourn the meeting. It was seconded by Carolyn Speenburgh, and passed with all in favor.

Minutes submitted by: Sue Tomlinson, Secretary