

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
January 29, 2020**

**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: [x]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 Steve Burchett, with a second from Michelle Hernandez, the trustees voted unanimously to approve the minutes of the December 4, 2019 meeting.

**Report of Special Funds:** Special funds for January 2020 were reviewed.

**Monthly Financial Statements:** Financial statements for January 2020 were reviewed.

**Approval of Bills:** The December 2019 bills, reviewed and signed by Carolyn Speenburgh, were unanimously approved on a motion made by Steve Burchett, with a second from Tom Shaginaw. The January 2020 bills were reviewed by Julia Stone. They were approved on a motion by Sue Tomlinson which was seconded by Steve Burchett, with all in favor.

**Librarians' Reports:**

Colleen Smith, Library Director:

Director's report appended at end of minutes.

Rebecca Darling, Head of Youth Services:

Youth Services Report appended after Director's Report.

Jenn Richard, Head of Adult Services:

Adult Services Report appended after Youth Services report.

**Reports of Committees:** None.

**Unfinished Business:** Director Smith received clarification from the Town that funds for our NYCLASS account will come from the library's cash account, not our Fund Balance as reported on page 3 of the Dec. 4, 2019 minutes.

Regarding snow removal on the sidewalks around the library, Shawn Zepf of Hometown Turf LLC, has provided an estimate for a year's worth of sidewalk shoveling and salting for \$5,000. For the remainder of winter 2019-2020 The prorated quote from early January through the rest of the winter would be \$3,750, and Ms. Smith will approach Shawn Zepf for an updated quote, since we will not begin using his services until sometime in February. A motion was made by Steve Burchett, seconded by Tom Shaginaw, and passed by the Trustees, to

retain the services of Hometown Turf, LLC to provide sidewalk salting and shoveling around the library for the rest of this winter for an amount not to exceed \$3,750.

**New Business:**

The library advertised for a full-time, temporary Librarian II to fill Rebecca Darling's maternity leave, and received two valid applications. One of these candidates has already taken their name out of the running. The second candidate was interviewed and seems like a very good prospect. She will come in for a second time to conduct a Story Time. If the Librarian II applicant doesn't pan out for some reason, the library may move to post two Librarian I positions. Ms. Darling's leave begins in March.

On another staffing note, Jennifer Richard will be going on maternity leave in August. The library will need to post for a temporary Librarian II for her replacement.

The Friends of the Library are seeking sponsorships for their upcoming Mini-Golf fundraiser. On a motion by Tom Shaginaw, with a second from Sue Tomlinson, the Trustees voted unanimously to spend \$100 to sponsor a hole.

Terry's Floors will replace and/or repair some floor tiles in the Community Room. They provided an estimate of \$2,466.16 to put in new carpet tiles, something to consider for the future.

Director Smith asked the trustees to consider a Food for Fine Forgiveness, where patrons who donate a food item between February 24-29, 2020 would have a fine forgiven, up to a maximum of \$10 per library card. Trustees voted to approve a motion from Steve Burchett, seconded by Julia Stone, to proceed with this program. On a motion from Steve Burchett, with a second by Tom Shaginaw, the trustees voted unanimously to purchase a gift card to a local business for a raffle prize; those donating food items would be eligible to win.

Trustees also approved, with all in favor, a motion by Tom Shaginaw and seconded by Steve Burchett, to pay CT Male \$2,000 for engineering fees to update existing sidewalk plans, and to incorporate the library sidewalk project into the Town's Lakehill Road sidewalk bid.

Director Smith shared the library's draft Notary Public Policy which included recommendation by the Town Attorney to photocopy IDs. Trustees had some concerns about photocopying documents to be notarized. Director Smith will follow up with the Town.

Trustees reviewed and signed the Town's code of ethics review forms.

The library needs to begin work to draft a new long-range plan. The current plan, 2017-2020, will need to be replaced by January 1, 2021. The Long-Range Planning committee will be meeting to develop a plan to gather community input.

**Adjournment:** At 8:47 pm, Steve Burchett made a motion to adjourn the meeting. It was seconded by Michelle Hernandez, and passed with all in favor.

**Minutes submitted by:** Sue Tomlinson, Secretary

# **Director's Report – January 2020 & December 2019**

## **JANUARY 2020:**

### **Financial**

- Due to the Chamber of Southern Saratoga County's affiliation with the Capital Region Chamber, the library's annual membership dues were reduced from \$546 to \$420.

### **Programming**

- The library offered an Active Shooter and Stop the Bleed workshop. 23 people attended.

### **Friends of the Library**

- 9<sup>th</sup> Annual Mini-Golf Tournament will be February 21 and 22.
- Spring book sale is scheduled for May 13-16. Book Donations will be accepted beginning on April 1.
- Friends received \$35.91 proceeds from ThriftBooks sales in December.

### **Grants**

- The library's SALS Construction Challenge grant application was approved for \$5000! The check will be mailed out during the last week of January.
- I responded to DLD's request for additional or clarified information pertaining to our FY19-20 New York State Aid for Library Construction Program grant application. I supplied a proof of funds letter from the town (we submitted such a letter from the library's board treasurer) and clarified electrical labor and materials cost breakdown.

### **Personnel**

- I completed annual performance evaluations for my three direct reports as well as Byron Philipps.

### **SALS**

- SALS has been selected as the featured non-profit in the Hannaford Helps Reusable Bag Program at the store located at 95 Weibel Avenue, Saratoga Springs NY for the month of February. Stop by and purchase a reusable bag to show your support of SALS!
- NYLA is offering a 15% discount to library systems who have at least 20 libraries with organization memberships. We saved \$100 last year by switching to an organizational membership (\$300 plus \$40 for additional section memberships). Through SALS, we'll now pay \$255 for our base institutional membership. We're switching to this model mid-membership year, so our 2020 base membership was prorated to \$155. We'll pay extra for additional section memberships and for adding Deb Fiedler, our newest Person In Charge, as a member.

### **Meetings & Workshops Attended**

- Friends of the Library, BHBL BPA State of the Towns, Ballston Town Board and Agenda, Charlton Town Board, SALS Director' Council, and SALS Annual Report Workshop

## **DECEMBER 2019:**

### **Town of Ballston**

- I met with town Financial Administrator, Jeanette Borthwick, for demonstration of Incode 10 software. She provided read-only web access login credentials for me and the library's Account Clerk to explore functionality. We discussed report producing capabilities.
- The town is creating a Clean Energy Communities Committee. I met with committee representative, Kelly Jasinski, to discuss information needed from the library toward the town's efforts to qualify for this NYSERDA designation. I forwarded that information to Ms. Jasinski.
- Several staff members attended the town's holiday luncheon while setting up for the Puppet People program at Town Hall.

### Friends of the Library

- Friends received \$59.41 proceeds from ThriftBooks sales in November.

### Grants

- SALS Challenge Construction Grant was submitted. The grant application seeks \$5000 toward painting the main upstairs room and stairwells.

### Programming

- I led the Baby Bookworms Story Time program on Dec 20 while Miss Jane was on vacation.

### Meetings & Workshops

- Attended Ballston Board Meeting.

## Youth Services Report January 2020

### Programming

We've had a busy January in the Children's Room. We've offered a few special events including Read to Leela & Seamus, a Winter Crafts Program and a Chinese New Year program. We also have restarted our full schedule of story times, book clubs and table top game events.

52 kids and adults came on a field trip from the East Glenville Preschool this month. I will travel to Mayfair Nursery School to do an on-site field trip February 4 & 5.

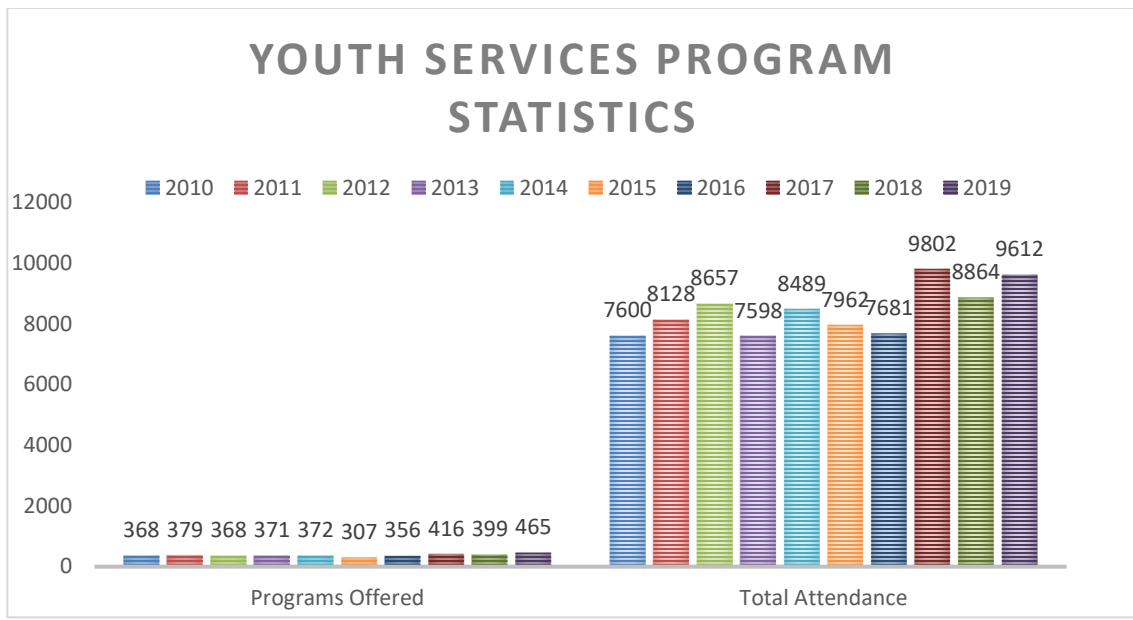
### December 2019 Statistics

Programs	Number Offered	Participants	Number Offered YTD	Participants YTD
Preschool	20	329	274	5,314
Elementary	5	53	60	808
Teen	2	5	34	280
Outreach	0	0	66	1,672
Family	4	367	31	1,538
<b>TOTAL</b>	<b>31</b>	<b>754</b>	<b>465</b>	<b>9,612</b>

### Staff

I attended a SALS Youth Services meeting on January 16 in Saratoga Springs. Mary Jane Baumbach, Ruta Tomik and I will attend the MVLS Summer Reading Workshop at Schenectady Library on January 30. We are having bi-weekly summer reading meetings to prepare. We are working with Beanstack to get our online system set up for summer and are actively booking as many performers as possible.

I completed annual evaluations for all four pages and the three youth services staff in January.



## Youth Services Report December 2019

### Fall Programming

When the weather cooperated we had great attendance at our December programs, unfortunately due to power outages and weather we ended up cancelling several of our morning programs. We were able to host several special events including The Wizard of Oz at Ballston Town Hall, a gingerbread program, New Years Story Time and a Magic Show.

### November 2019 Statistics

<b>Programs</b>	<b>Number Offered</b>	<b>Participants</b>	<b>Number Offered YTD</b>	<b>Participants YTD</b>
<b>Preschool</b>	19	303	254	4,985
<b>Elementary</b>	6	62	55	755
<b>Teen</b>	3	11	32	275
<b>Outreach</b>	0	0	66	1,672
<b>Family</b>	4	42	27	1,171
<b><i>TOTAL</i></b>	<b>32</b>	<b>418</b>	<b>434</b>	<b>8,858</b>

## **Adult Services January 2020**

2019 wrapped as a fabulous year for Adult Services Programming. There were 105 programs offered, with 1,536 people in attendance, an increase from 132 programs with 1,096 attendees. This calculates to a 40% increase in attendance, even though fewer programs were offered overall. In addition to the currently scheduled programs, I'm working on scheduling another trivia night at the winery, and maybe some other collaborations with them.

Implementation of Hoopla is still in the works. I have been working closely with my contact to make sure we can launch without too many growing pains. Projected launch remains early/mid February. Staff will be trained on Hoopla basics as soon as it is ready, and will be encouraged to use it as patrons themselves.

I have been sitting in with Youth Services Summer Reading meetings to serve as a help during Rebecca's maternity leave. Additionally, I have been assisting with the temp hiring process as needed. Circulation Staff evaluations are in progress as well, on track to be completed by the end of the month.

## **Adult Services - December 2019**

In December there were 6 adult services programs with 103 participants. Overall, the Make-It-Merry series of programs was very well received, and the series will likely be expanded and repeated this holiday season. The Red Cross Blood Drives continue to hit the goal donation amounts set by the Red Cross, and we will continue on the twice per year drive cycle.

Setup and testing to launch Hoopla is underway. Launch will tentatively happen in early February. There will be an educational and promotional push leading up to the launch as it gets closer.

Coming up in the new year are a good mix of returning and fresh programming. We will be offering a series of Chair yoga, which has been requested many times. Also, Sarah McFadden will be returning to offer tech drop-in time on a Saturday in February! Also, after the great success of last summer, a Summer Reading Kickoff Party has been scheduled for Monday, June 22, 2020, and planning has begun!