

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
February 26, 2020**

Call to order: The meeting was called to order at 7:03 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, []Carolyn Speenburgh, [x]Julia Stone, [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 Steve Burchett, with a second from Michelle Hernandez, the trustees voted unanimously to approve the minutes of the January 29, 2020 meeting.

Report of Special Funds: Special funds for February 2020 were reviewed.

Monthly Financial Statements: Financial statements for February 2020 were reviewed.

Approval of Bills: The February 2020 bills, reviewed and signed by Steve Zarelli, were unanimously approved on a motion made by Sue Tomlinson, with a second from Steve Burchett.

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: On a motion by Steve Burchett, seconded by Michelle Hernandez, the Trustees voted with all in favor to approve the library's Notary Public Policy.

New Business:

The Trustees voted unanimously, on a motion by Tom Shaginaw, seconded by Steve Burchett, to approve the hiring of Susan Flint as Temporary Librarian II for a period of 3 months with the possibility of extension, at a rate of \$25/hour, effective February 24, 2020. Ms. Flint will complete two weeks of part-time training and will begin her 32 hour/week schedule on March 9.

The Trustees reviewed and voted to approve the 2019 NYS Annual Report for Public and Association Libraries, on a motion by Sue Tomlinson, seconded by Michelle Hernandez.

Steve Burchett, whose first term as Trustee ends on June 30, indicated that he would like to renew for another 5-year term.

The library has been using QuickBooks accounting software, but the Town has moved to Incode and has been inputting the library's invoices into that system. Beginning February 27, Terry Riley will be inputting directly into Incode.

As noted in the Director's Report, the library has received the check for \$5,000 for the SALS Construction Challenge Grant. Director Smith will reach out to other painters for two more estimates to paint the upstairs.

Ms. Smith has received a recommendation from Jeanette Borthwick, the Town's Financial Administrator, that the library transfer another \$400,000 into our NYCLASS account, for a total of \$600,000. On a motion from Tom Shaginaw, seconded by Steve Burchett, trustees voted unanimously to do so. Additionally, Steve Burchett inquired whether the Financial Administration would recommend transferring an additional amount to maximize the investment. Ms. Smith will reach out to the town to inquire.

Adjournment: At 8:06 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 – February 2020

Building

- Alarm and Suppression conducted the annual fire alarm inspection, and the library had no deficiencies.

Friends of the Library

- There was no ThriftBooks activity posted in February.
- The Friends took in \$3439.59 during Library Mini Golf with 430 people attending, including golfers, spectators, sponsors, and volunteers. Last year 350 attended and the Friends netted \$2765.11. Thank you once again to Elizabeth Newsom for serving as Mini Golf Chairwomen this year.

Grants

- The SALS Construction Challenge \$5000 grant check was received. We're gathering a couple more painting quotes on this project.

Personnel

- Susan Flint has been hired as Temporary Librarian II for 3 months, with the possibility of extension, to fill in for Rebecca Darling during her maternity leave. She started two weeks of training on 2/24 and will assume her regular hours on 3/9.

Town of Ballston

- I attended a meeting at the Town with department heads and Ian Loehner from Public Sector HR Consultants, the firm hired to update the town's personnel manual.

Meetings & Workshops Attended

- Friends of the Library, BHBL BPA Meeting (Hosted), Ballston Town Board and Agenda, Charlton Town Board, CDLC RAAC Committee Conference Call, Capital Region Chamber of Commerce Education and Business Partnership Committee, and Polaris Leap Training.
- At the Chamber meeting, I invited Brookside Museum's Director, K. Michelle Arthur, to place a Brookside Museum display in the library's foyer display case. Library Clerk Deborah Fiedler is coordinating.

Colleen Smith
Library Director

Adult Services Report February 2020

In January there were 119 participants in 9 Adult Services Programs. Beginning in January and going into February there was a Chair Yoga series of programs that was very well received. Another series is planned for March into April. Planning for Summer Reading is almost complete. In addition to some returning popular programs, there will be a soap making class, as well as an author talking about Adirondack Fire Towers.

I will be attending the rescheduled Adult Program Swap on Thursday, March 12th at Mechanicville Public Library. Many staff members attended Leap Training, either virtually or in person, on Wednesday, February 12th. Leap is the online version of our circulation system, Polaris. The first computer order for 2020 will be submitted in the coming weeks.

Hoopla has launched, and after about a week of usage, there have been roughly 40 circulations. Many reports are available for our use, and they will compile other information if we request that is not automatically gathered. Among the automatically compiled stats are new users, unique users, number of circulations, average cost per circulation, total cost for the current month, along with circulations broken up by type.

Jenn Richard
Adult Services

Youth Services Report February 2020

Programming

It was a great February Break at the Library! 430 people attended Library Mini Golf including golfers, fans, sponsors and volunteers, up from 350 people in 2019. We also held a Teen Cookie Decorating Program, Playdough Party and a Polar Pals Build A Bear Workshop.

Spring Session1 programming begins this week and is almost completely full. We will continue to offer all of our regular preschool programs and the weekly book clubs through the end of May.

January 2020 Statistics

Programs	Number Offered	Participants	Number Offered YTD	Participants YTD
Preschool	27	611	27	611
Elementary	7	126	7	126
Teen	4	15	4	15
Outreach	1	52	1	52
Family	0	0	0	0
TOTAL	39	804	39	804

Summer Reading

Summer Reading is in great shape. Colleen and I had a web training/meeting with Beanstack and we are already up and running for the Summer Reading Challenge. The Youth Services Team, Jenn and I have been meeting every two weeks to prepare programs, coordinate the volunteer program, reading challenge and prizes.

Staff

Susan Flint has accepted the temporary librarian position and began training on February 24. She will be in part time for few days this week and the next so we can coordinate the transition. She had the opportunity to attend a meeting with the Youth Services Staff and we are all excited to have her as part of the team.

Ruta Tomik will attend the SALS Summer Reading Workshop on March 5 at SALS. Rong-Jane Chen will attend a Baby Sensory Story Time Workshop at SALS on March 10.

Rebecca Verhayden Darling,
Head of Youth Services