

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

**Call to order:** The meeting was called to order at 7:08 pm by President Steve Zarelli.

**Present via Zoom call:** [x]Colleen Smith, Library Director; [x]Jenn Richard, Head of Adult Services; Susan Flint, Temporary Head of Youth 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 – [ ] John Antoski

**Board Minutes:** On a motion made by Julia Stone, with a second from Michelle Hernandez, the trustees voted unanimously to approve the minutes of the February 26, 2020 meeting. There was no meeting in March due to the Coronavirus and NYS on PAUSE.

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

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

**Approval of Bills:** The March 2020 bills, reviewed and signed by Sue Tomlinson, were unanimously approved on a motion made by Steve Burchett, with a second by Tom Shaginaw. The April 2020 bills, reviewed and signed by Michelle Hernandez, were approved on a motion by Sue Tomlinson, seconded by Carolyn Speenburgh, and passed with all in favor.

**Director's and Librarians' Reports:** now appended at end of minutes.

**Reports of Committees:**

Long-Range Planning Committee: The committee met with Erica Freudenberger of SALS on March 3 to discuss first steps toward creating a new Long-Range Plan for the library for 2021. A subsequent training session with all the Trustees has been postponed indefinitely due to NYS on PAUSE.

Personnel: The committee will need to meet as soon as possible to discuss next steps regarding the search for a new Library Director.

**Unfinished Business:**

SALS Challenge Grant: The \$5,000 grant money has been received. Director Smith stated that she has received two quotes to paint the upstairs floor of the library and is securing a third.

In an update on the NYCLASS fund, our balance is now \$600,000, following the transfer of another \$150,000 into the fund. We have earned approximately \$1,000 interest already.

**New Business:**

The Trustees voted unanimously, on a motion by Steve Burchett, seconded by Carolyn Speenburgh, to approve Jennifer Richard's request for 90 days of maternity leave, beginning in August.

On a motion by Sue Tomlinson, with a second by Julia Stone, the trustees unanimously approved the extension Susan Flint appointment as Temporary Librarian II for an additional three months.

We will be taking all previously scheduled in-person Summer Reading programs off the library's calendar. Susan Flint is reaching out to program providers to see what they can offer for virtual programs. Tom Shaginaw asked if multiple libraries might be able to join together for a common/group program. Director Smith will ask about this at the next SALS meeting. The plan will be to schedule our Summer Reading programming online; if the NYS on PAUSE situation changes, we can easily add in-person programs.

Ms. Smith will resend a package of Pandemic/Work from Home documents to the Policy Committee to review.

Director Smith indicated that the Annual Report to the Public is almost finished.

It was decided that beginning the budget planning process for 2021 would be tabled until our May meeting.

It was noted that we will need to form a committee to nominate officers for the 2020-2021 fiscal year by July 1.

The annual MVLS/SALS Joint Automation Project agreement will be ready to submit once signed by Board President Zarelli.

The Town has added a COVID-19 budget line for the library for things like PPE and plexiglass shields. SALS will share protocols for materials handling for re-opening, etc, as they are developed.

The Red Cross blood drive, scheduled for May 19 from 1-6pm, will take place in the Community Room. Donors will need to make an appointment to be permitted to donate. The library's bathrooms will be available, but the rest of the library will remain closed.

The Town of Ballston received face masks from the State, and Director Smith will request some for the library.

Michelle Hernandez asked trustees to keep thinking of ideas for a picture collage from the trustees to encourage and inform the public that library work continues to go on behind the scenes while the library is closed.

**Adjournment:** At 8:33 pm, Steve Burchett 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

## **Director's Report – April 2020**

### **Pandemic Response**

NYS Executive Order 202.18. extended NYS on Pause until May 15. The library remained closed to the public during April, but with library staff continuing to work from home to manage regular library operational needs, and to offer existing, new, and developing resources and services. The library's website and social media presence have both been ramped up and provide authoritative resources, researched and forwarded from all levels of library staff, to meet patron's educational, informational, and recreational needs. A critical team of three staff members reports to the library as needed to accomplish essential tasks such as accounts payable, payroll, facilities maintenance and disinfection, and management. I remain in close contact with SALS, CDLC, and NYLA for information and guidance. Librarians Jenn Richard and Susan Flint should be commended and thanked for their dedicated and innovative work, along with their departments, to keep serving our community. They have truly embodied the library's motto of *Committed and Connected*.

### **Library Reopening**

The library has begun planning for reopening and reimagining library services. SALS and MVLS have formed a Reopening Committee that is developing a coordinated, phased reopening plan to ensure safety for patrons and staff. The committee is informed by feedback and questions from regional library, and guidance from government officials, public health organizations, and medical experts. Details from PPE equipment, social distancing, library materials handling and quarantine, disinfection, and modified circulation policies must be considered.

## **Ballston**

- Town Historian Rick Reynolds published a video titled *Timbah Bah Mining Company: a Personal Story* on YouTube. Timbah Bah was a gold mine in Atlantic City, WY in the 20<sup>th</sup> century of which Mr. Reynold's grandfather was President. The library assisted with interlibrary loan materials for his research, and Mr. Reynolds kindly thanked the library for the assistance in the credits.

## **SALS**

- The 62nd Annual Meeting has been rescheduled in a virtual format for Wednesday, May 27, 2020 at 1 pm.
- OverDrive is tremendously popular during the quarantine. Sara Dallas reported that OverDrive users are up 285% so far this year. Patrons can now create accounts without a library card. SALS is purchasing new content with additional contributions made by member libraries: close to an additional \$12,000 in a month, resulting in 276 new titles and 344 new items. SALS is also using funding received from the NYS Adult Literacy Program to add new non-fiction materials dealing with workforce development and mental health.

## **Meetings & Workshops Attended**

- Meetings: Ballston Town Board and Agenda, SALS Directors' Council (weekly); CDLC Virtual Meetups (semi-weekly)
- CE and training: PLA Public Libraries Respond to COVID-19 series: 1) Successful Ways to Work Remotely, 2) Managing Stress and Anxiety; 3) Innovative Solutions in Times of Crisis, 4) National Survey Results; Managing People and Projects at Home (METRO Library Council); PPE Issues and Solutions: Perspectives of a First Responder Engineer (Clarkson University)

## **Adult Services – April 2020**

With the closure continuing, and uncertainty surrounding when and how we will reopen, outside performers have been contacted to assess their ability and willingness to present programming virtually if needed. I have also begun to try to come up with other ways of providing programming in the event we cannot hold our regular amount of in person programming for a longer amount of time. The Non-Fiction Addiction Book Club has also convened twice digitally since we have been working from home. Books have been specifically chosen for this month and the next few that are available on Hoopla, to assure availability to members of the book club.

There are now 163 registered users on Hoopla. March had the biggest surge in new users with 81, and April has had another 31 new users sign up. In March, ebooks accounted for 36% of all items borrowed on Hoopla, and eaudio accounting for 29% of all items borrowed. TV Shows and movies represented a total of 27% of items borrowed through Hoopla. Total number of items borrowed in March was 233.

Views of the Library enewsletter has gone up since we have closed to the public. January's average views for the enewsletter was 396. February was 354. March's average views was 532, and April's average views was 432 through noon Friday, 4/24, when the enewsletter was sent 10:00am.

Creation of new images for social media and the website has become a major activity as well. Templates to post book reviews on Facebook were created, collages, and other infographics have been created in Canva to both relay information, and help the Library stay connected to our patrons! Lists have also been created to help patrons find resources for activity or interest categories, and more are being made all the time!

*Jenn Richard* Adult Services Librarian

## Youth Services Report - April 2020

### Programming and Social Media

All in-house programming has been suspended with the temporary closure of the library due to COVID-19. We have created several virtual offerings to engage patrons via our website and Facebook including:

- A video story with Seamus the therapy dog, read by his human Pat
- Mask-making videos by Linda Fieldhouse
- Crafting ideas with Ms. Ruta
- National Library Week - Questions of the Day
- Lists of ebooks and movies about libraries for National Library Week
- Youth and teen book recommendations written by our staff
- Poetry ebook lists in honor of Poetry Month
- Graphic novel ebook lists for children and teens
- A list of reliable sources offering free COVID-19 news

In addition to the creation of the original items mentioned above we have been using Facebook to:

- Promote our free temporary access to TumbleBooks – an online eBook service for children
- Share some culturally enriching virtual experiences offered by museums, national parks, and other libraries.
- Promote our Spring Reading Bingo Challenge
- Share community resources and information about COVID-19

### Statistics

Between April 1<sup>st</sup> - April 24<sup>th</sup>, we published **100 Facebook posts**, which were **engaged 2,053 times** by our followers. [Note “engaged” means commented on, liked, shared, or clicked on a link we provided.]

<b>March 2020 In-House Program Statistics* Programs</b>	<b>Number Offered</b>	<b>Participants</b>	<b>Number Offered YTD</b>	<b>Participants YTD</b>
<b>Preschool</b>	<b>12</b>	<b>225</b>	<b>58</b>	<b>1200</b>
<b>Elementary</b>	<b>3</b>	<b>14</b>	<b>16</b>	<b>209</b>
<b>Teen</b>	<b>1</b>	<b>3</b>	<b>9</b>	<b>39</b>
<b>Outreach</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>140</b>
<b>Family</b>	<b>3</b>	<b>40</b>	<b>5</b>	<b>498</b>
<b>TOTAL</b>	<b>19*</b>	<b>282*</b>	<b>84</b>	<b>2074</b>

\*Note: This is a partial month as all in-person programming was stopped after March 12<sup>th</sup> due to the COVID-19 Coronavirus