

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
Special Meeting May 7, 2020**

**Call to order:** The meeting was called to order at 7:06 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 – [x]Doug Ranaletto

Town of Ballston Representative – [ ]John Antoski

**New Business:**

The Trustees voted unanimously, on a motion by Carolyn Speenburgh, seconded by Julia Stone, to accept the resignation of Library Director, Colleen Smith, effective May 22, 2020.

On a motion by Tom Shaginaw, with a second by Carolyn Speenburgh, the trustees unanimously approved the interim plan for library leadership as outlined in the following two resolutions, to be submitted to the Town of Ballston by 12:00pm on Friday, May 8, 2020, for inclusion on the agenda for the town’s May 12, 2020 meeting.

Resolution to appoint Jenn Richard as Interim Library Director, effective 23 May 2020, until 1 August 2020, with a salary increase not exceed 15% of her current salary during that period and returning to current salary effective 2 August 2020.

Tom Shaginaw moved that we approve a second resolution, as follows, regarding hiring a temporary Adult Services Librarian to carry out those duties while Jennifer Richard is serving as Interim Director. The motion was seconded by Michelle Hernandez and passed unanimously.

Resolution to hire a temporary Adult Services Librarian at a wage of \$25/hour on a 35-hour week for a three-month period, with the possibility of extension (as permitted by Civil Service), as soon as is practicable.

A discussion took place of the steps toward hiring a new Library Director II, which include posting the job description on various library websites and general job websites, collecting applications by a June 1 deadline, conducting telephone screenings with selected applicants, identifying the top applicants, and conducting in-person or online interviews with those candidates. Town Supervisor Eric Connelly has requested that this position, and all future positions at the library, be posted on the Town’s website, and he asks that a representative from the Town be part of the interview committee for the purpose of providing feedback on the candidates. It will be the responsibility of the Board of Trustees to select the candidate who will be offered the position.

**Adjournment:** At 7:43 pm, Michelle Hernandez made a motion to adjourn the meeting. It was seconded by Sue Tomlinson, and passed with all in favor.

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