

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
May 27, 2020**

Call to order: The meeting was called to order at 7:02 pm by President Steve Zarelli.

Present via Zoom call: [x]Jenn Richard, Interim Library Director; [x]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 – [x]John Antoski

Board Minutes: On a motion made by Michelle Hernandez, with a second from Julia Stone, the trustees voted unanimously to approve the minutes of the April 29, 2020 meeting.

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

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

Approval of Bills: The May 2020 bills, reviewed and electronically signed by Tom Shaginaw, were unanimously approved on a motion made by Sue Tomlinson, with a second by Steve Burchett.

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

Reports of Committees:

Personnel:

- The library has posted the Library Director listing on Indeed and the Town of Ballston website. Applications will be taken until June 15, instead of the original deadline of June 1, as reported in the April minutes. Applications have begun to come in. On May 21, the committee conducted an exit interview with outgoing director, Colleen Smith. The Town will be selecting a board member to sit in on the interviews.
- A listing for a temporary Adult Services librarian has been posted, and four applications have been received. Susan Flint and Jennifer Richard will conduct Zoom interviews early next week.

Building and Grounds: See painting update in Unfinished Business.

Unfinished Business:

Three bids for painting upstairs in the library have been reviewed, ranging from \$9,700 to \$18,105. Trustees had some questions regarding services to be rendered in addition to the actual painting, and Ms. Richard will reach out for answers before selecting a contractor. On a motion by Tom Shaginaw with a second by Steve Burchett, the Trustees unanimously voted to authorize up to \$11,000 from the fund balance and the SALS Challenge grant funds to retain a vendor to paint the library's upstairs and two stairwells.

A wide-ranging discussion took place to consider options for reopening the Library when allowed to do so under NYS Pause. A special meeting will be scheduled in early June, once Trustees have had a chance to review materials Ms. Richard included in our Board materials.

The Budget and Finance committee will be meeting soon to discuss the 2021 budget.

Julia Stone will reach out to Trustees regarding their interest in Board officer positions for 2020-2021.

New Business:

The Trustees voted unanimously, on a motion by Tom Shaginaw, seconded by Sue Tomlinson, to send Steve Burchett's trustee renewal to the Town for approval at their June meeting.

Adjournment: At 8:52 pm, Carolyn Speenburgh made a motion to adjourn the meeting. It was seconded by Steve Burchett, and passed with all in favor.

Minutes respectfully submitted by: Sue Tomlinson, Secretary

Director's Report – May 2020

During the month of May, the library continued to provide virtual services to patrons, as well as plan for the expansion of services to begin in late June or early July. To assist with reopening plans, masks have been acquired from Saratoga County via the Town of Ballston for staff. Also, a box of hand sanitizer was picked up from the county directly. Wall mounted automatic hand sanitizer dispensers have been ordered from Cintas to be placed in key locations around the library for patron and staff use upon reopen.

On May 7th the water meter for the library was replaced. On May 19th, after low water pressure was reported by Byron Phillips, the water meter was found to have a part installed incorrectly, and was fixed promptly by the contractor that installed it.

Respectfully Submitted, Colleen Smith, Director

***Written by Jenn Richard, Interim Director*

Adult Services Report – May 2020

Planning for reopening is moving along well, with anticipated Curbside pickup to begin in late June or early July, dependent primarily on receiving all the appropriate equipment for staff safety. Appropriate protective equipment has been ordered or acquired. As details are firmed up and staffing is in place, the plan will be disseminated to the public as quickly as possible. There are also options for curbside technology assistance being looked into.

There are now 190 registered users on Hoopla, up from 168 last month. In April, ebooks accounted for 26% of all items borrowed on Hoopla, and e-audio accounting for 25% of all items borrowed. TV Shows and movies represented a total of 28% of items, and Music and Comics 6% each of total items borrowed through Hoopla. The total number of items borrowed in April was 353, up from 233 in March.

Planning has shifted for our Summer Reading Kickoff Party. As we can't do an in person celebration similar to last year, we are planning to shift to a digital version of this as well. A compilation of programs and activities will be put together to create a kickoff event!

The American Red Cross Blood Drive on May 19th went well! They collected a total of 28 units of blood. The next drive is scheduled for December 16th. At the request of the Red Cross Coordinator, we will extend the hours of the next drive to begin at noon instead of 1pm to allow for extra time as we are a smaller donation site.

Jenn Richard Head of Adult Services

Youth Services Report - May 2020

Programming and Social Media

All in-house programming continues to be suspended with the temporary closure of the library due to COVID-19. We have been creating some unique content virtually to engage patrons via Zoom, our website and Facebook including:

- Reading to Leela over Zoom on 5/19/20

- Reading to Seamus over Zoom on 5/21/20
- Your Story of May – a video collage showing what staff and patrons have been doing this month
- Cinco de Mayo history and recipes
- Mother’s Day craft ideas
- Reader’s advisory lists on the topics of Star Wars, gardening, family read-alouds, and sports
- Youth and teen book recommendations written by our staff

We have also been working on:

- Creating a Reshelving Training Manual to be used in the future for new hires
- Sharing informative articles on Facebook with four posts each day
- Promoting our Spring Reading Bingo Challenge

Statistics	Posts	Engagements *	Reach **	Kids	Adults
April Facebook	122	2,645	38,481		
May Facebook (partial month 5/1 - 5/25)	101	1,438	25,934		
Reading to Leela on Zoom				7	5
Reading to Seamus on Zoom				4	3

*Engaged means people commented on, liked, shared, or clicked on a link we provided

** Reach means the number of people who had our post enter their viewing screen

Summer Reading

June 15th – Registration opens

June 22 – Summer Reading begins

July 6th – 31st – Summer Reading virtual programming (may run into first week of August if demand is high)

August 13th – Last day to collect raffle tickets

August 14th – Raffle drawings

September 7th – Last day to log reading

Confirmed Summer Reading virtual programming includes:

Preschool Storytime over Zoom (Susan)

Toddler Storytime over Zoom (Jane)

Fairy Tales and Bedtime Stories (Mary Jane)

Cooking Classes (Jodie Fitz/Market 32)

Three Bears (Wonder Room)

Town Mouse/Country Mouse (Wonder Room)

Read to Seamus on Zoom (Pat)

Also being considered:

Book clubs over Zoom (Mary Jane and Ruta)

Online games (Stef)

Puppet People

Turtle Dance Music

Music Medley (Terri Roben)

Page Turner Adventures

Prizes:

Prizes that will be awarded to everyone at certain levels include: Stewarts Ice Cream gift certificate, Applebee’s gift certificate, and a Free Book Coupon. In addition to the level prizes, there will be at least 20 raffle prizes offered. The tickets and drawing will all be done electronically in Beanstack. Prizes will be handed out via the same system used for curb-side pick-up of books. Gift cards may be mailed or emailed and the book coupon redemption will be extended into the fall or when patrons are back in the library.

Marketing:

The initial Summer Reading flyer has been distributed to the school librarians. We will be posting other information and detailed Beanstack user guides on our website and Facebook in early June. Other forms of marketing such as a kick-off event, lawn sign distribution, and communicating to the local press are under discussion.

Staff

Youth Services staff continue to work from home developing program ideas, creating readers advisory materials, attending staff meetings, taking part in professional development webinars, and more.

Submitted by,

Susan Flint

Temporary Head of Youth Services