

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
Special Meeting June 8, 2020**

**Call to order:** The meeting was called to order at 7:04 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 – [ ]John Antoski, [x]Peter Solberg

Invited guests: Kathryn Serra, P.E., C.T. Male Associates

President Steve Zarelli expressed his sadness and condolences about former Town of Ballston Supervisor Patti Southworth, whose husband, Pat, died in an accident in Colorado last week.

**Unfinished Business:**

There was a page-by-page review of the proposed COVID-19 Library Reopening Service Plan prepared by Interim Director Richard. Trustees asked questions and made suggestions for modifications. On a motion by Steve Burchett, seconded by Julia Stone, trustees voted unanimously to accept the reopening plan as edited.

A discussion of the proposed Pandemic Policy was tabled until the June 24, 2020 meeting.

Ms. Richard confirmed with Rick of RJM Painting, Inc. that his quote of \$10,593.00 includes moving books/bookshelves away from the walls to be painted. She is coordinating with RJM to establish a start date for the project.

The library was notified by Jeanette Borthwick that the town would like to move some of the library's funds out of NYCLASS so the town can move some other departments' funds in. Trustee Steve Burchett is going to reach out to Jeanette for clarification.

On a motion by Sue Tomlinson with a second from Carolyn Speenburgh, trustees voted unanimously to approve entering Stage 1 of the reopening plan. Staff will be allowed in the building starting June 15, 2020, to begin preparing for curbside pickup of library materials which will happen in Stage 2.

**New Business:**

Kathryn Serra of C.T. Male Associates, who advises the Town of Ballston on many of its civil engineering projects, shared information regarding the replacement of the sidewalks around the library building by HMM Contracting. They will remove the concrete in the front of the building, including the pad where the flagpole currently sits. New concrete will be poured for sidewalks and entryways; the Town will pave the flagpole location for easier access when snowplowing. The trustees voted, with all in favor, to approve a motion by Steve Burchett, seconded by Tom Shaginaw, to accept the bid from HMM Contracting in the amount of \$54,625 to perform this work.

**Adjournment:** At 8:38pm, 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