

Town of Ballston Community Library
Board of Trustees Meeting Minutes
September 30, 2020

Call to order: The meeting was called to order at 7:01 P.M. by President Steve Zarelli.

Present via Zoom: [x]Rebecca Darling, Director; [x]Kisha Sawyers, Temporary Head of Adult Services

Trustees: [x]Steve Burchett, [x]Michelle Hernandez, [x]Carolyn Speenburgh, [x]Julia Stone, [x]Sue Tomlinson, [x]Tom Shaginaw, [x]Steve Zarelli

Guest: Daniel L. Farrow of Abbott Energy

Town of Ballston Representative – [x]John Antoski

Town of Charlton Representative – []Doug Ranaletto

Board Minutes: On a motion by Michelle Hernandez, with a second from Tom Shaginaw, the trustees voted without objection to approve the minutes of the August 26, 2020 meeting, and also voted to approve a motion by Julia Stone, seconded by Michelle Hernandez, to approve the minutes of the July 29, 2020 meeting.

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

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

Approval of Bills: The September 2020 bills, reviewed and signed by Steve Zarelli, were approved with all in favor on a motion by Tom Shaginaw with a second by Sue Tomlinson.

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

Reports of Committees:

Budget and Finance: On October 12, the Town of Ballston Board will vote on a preliminary town budget. Treasurer Steve Burchett reviewed the library's budget which has had some changes from the previous budget voted on by trustees. On a motion by Michelle Hernandez, with second by Carolyn Speenburgh, the trustees voted without objection to accept the 2021 library budget as presented tonight and send it on to the Town.

The Town of Charlton has accepted and will approve our budget request for 2021

Unfinished Business:

NYCLASS update: no update at this time

Reopening plan revisit: Overall, Pop-in Library has been going well. Ms. Darling stated that the library is in line with other SALS libraries with respect to services provided and patron limit. The next step will be to install plexiglass shields upstairs so we can open the 2nd floor. Allerdice came to take a look at the space to assess our need.

Sidewalk update: The new sidewalks have been poured and are usable. Kathryn Serra of CT Male did a great job coordinating the library's work with the Town's. We have an estimate to re-pave and stripe the parking lot, a modification of the scope of the original project, for \$4,700. Steve Burchett made a motion to approve spending up to \$5,000 to have HMA do this work. The motion was seconded by Carolyn Speenburgh and passed unanimously.

New Business:

Dan Farrow of Abbott Energy made a presentation regarding the installation of two electric vehicle charging stations (two charging cables at each station) at the library. Cost of the equipment would be borne by NYSERDA, and the installation handled by National Grid. Abbott Energy would coordinate the work and do necessary applications on behalf of the library. After the first two years, there would be a network servicing fee of approximately \$629 per station for the four units installed. On a motion by Michelle Hernandez, seconded by Sue Tomlinson, trustees voted to authorize Abbott Energy to submit an application to National Grid for electric vehicle charging stations on our behalf. It passed with all in favor.

Sidewalk snow removal: A motion was made by Julia Stone, seconded by Steve Burchett, to renew our contract with Hometown Turf to remove snow from sidewalks for \$5,000 for the 2020-2021 winter season. It passed unanimously.

Saxton Janitorial has been providing cleaning services to the library since August. Ms. Darling stated that the library is very happy with their work. We will continue to contract with them on a monthly basis.

Appolo Heating has installed new MERV 13 filters on our HVAC system for COVID-19 mitigation. Tom Shaginaw moved, with second from Steve Burchett, that we renew our service contract with Appolo for another year for \$1,844. Motion carried with all in favor.

2020 Holiday schedule: discussion was deferred until October.

Head of Youth Services: Director Darling spoke with Tiffany at Social Services, who said that there are 4 individuals on the Librarian II list. The deadline for application is October 1.

Incident re mask-wearing: On September 29, a patron entered the library without a mask. She was asked to put on a mask, which she did in such a manner that it did not cover her nose or mouth. Staff at the circulation desk repeated the request that she don the mask appropriately. The patron protested vehemently and insulted several staff members before exiting the building. The sheriff was called following the incident, and no report was filed. Several trustees indicated that it would be appropriate for the library to contact police to file a report. Sue Tomlinson indicated that she will purchase a card to send to the staff indicating the trustees' great appreciation to the staff for their outstanding service during these difficult times.

Executive Session: At 8:52, on a motion by Steve Burchett, seconded by Michelle Hernandez, the trustees voted unanimously to enter Executive Session to discuss pending legal matters. At 9:15 p.m. Carolyn Speenburgh moved, with second by Tom Shaginaw, to exit Executive Session, where no votes were taken.

Adjournment: At 9:17 P.M. on a motion by Michelle Hernandez with second from Tom Shaginaw, the meeting was adjourned.

Minutes respectfully submitted by: Sue Tomlinson, Secretary

Director's Report, September 2020

Building

- Sidewalk replacement project was overseen by CT Male September 8-16. Sidewalks are complete, they will return to place flag pole in a new location. Parking lot paving will be coordinated by CT Male and completed by HMA through a change order to the original bid.
- Apollo Heating installed upgraded MERV 13 Filters in the HVAC System on 9/8/2020 and will return on 9/30/2020 to finish.
- Saxton Janitorial began cleaning the Library on September 10th and doing a great job.
- Allerdice Glass is coming to give an estimate on adding Plexiglas to the Children's Room.

Programming

- Judy's Book Club and Non-Fiction Book Club each met in person at Jenkins Park.
- The Friends of the Library held their monthly meeting via Zoom.

Other

- Attended the following meetings: Ballston Budget Workshops, Ballston Town Meetings, SALS Directors Council and Friends of the Library.
- Jenn Richard and I both registered for NYLA's Annual Conference which will be held virtually November 5-6, 2020.

*Rebecca Darling,
Library Director*

Youth Services Report September 2020

Programming

Fall programming began in early September. We are running weekly Baby Bookworms and Toddler Time programs via Zoom. Family Story Time is happening weekly in-person at Jenkins Park and has been very well received. We will continue outdoor story time as long as the weather cooperates.

The Youth Book Clubs have returned and are meeting monthly via Zoom. In October we will also offer two remote Price Chopper Kids Cooking Club programs.

August 2020 Statistics

Programs	Number Offered	Participants	Number Offered YTD	Participants YTD
Preschool	4	40	71	1,341
Elementary	1	12	21	276
Teen	1	19	14	80
Outreach	0	0	6	140
Family	3	108	24	686
<i>TOTAL</i>	<i>9</i>	<i>179</i>	<i>136</i>	<i>2,523</i>

Summer Reading: ended September 7th. All the results were sent to Burnt Hills-Ballston Lake School Librarians and our Summer Reading Report will be filed with the state this week.

Materials Circulation

The Children's Room remains closed to patrons. There are several displays of Juvenile and Young Adult items on the first floor. In addition, staff will retrieve requested items for patrons while they wait. We continue to offer the popular Book Bundles and circulated 20 Bundles in August. Starting in October we will offer Holiday and Seasonal Bundles.

Rebecca Verhayden Darling,

Director

Report on Adult Services

June 22 – September 28, 2020

Curbside Services

Since September 14, we have reduced our curbside hours to Monday 4:30 PM – 6:30 PM, Tuesday 10:00 AM – 12:00 PM, Wednesday 10:00 AM – 12:00 PM, Thursday 4:30 PM – 6:30 PM and Friday 10:00 AM – 12:00 PM.

Only 10 persons are allowed in the building at a time and they are required to be wearing a mask for the duration of the visit.

So far, we had **2,180** appointments:

June	58
July	887
August	860
September	375

Since September 14, we are allowing persons to enter the building. The statistics shows that more patrons use the library on a Monday and Thursday (the late evenings).

So far, we had **657** walk ins

14-Sep	73
15-Sep	43
16-Sep	49
17-Sep	84
18-Sep	53
21-Sep	91
Sept. 22	50
23-Sep	55
24-Sep	53
25-Sep	43
28-Sept	63

Newsletter

The view and reach of the newsletter to date are as follows:

Aug 28	488 views
Sept 4	521 views
Sept 11	565 views
Sept 18	599 views

Social Media	Total Users on page	Page Engagements	Page Reach	Post Reach
August Facebook Aug 1-31th	1188	11,931	72,814	20,044
September Facebook (Sept 1 – 28)	1202	13,504	105,548	19,525

Facebook page engagement is any action someone takes on your Facebook Page or one of your posts. The most common examples are likes, comments, and shares, but it can also include checking in to your location or tagging you in a post.

Page reach is the number of people who saw any of your post content during a given period of time (daily, weekly or monthly)

Post reach is the number of people who saw a specific post in their news feed.

Other (ongoing) Programs

Reader Advisory

Reference Services

Homework Assistance (Young Adult)

Technology Assistance (Elderly)

Items Circulation by Collection (since June 22, 2020)

	July 24, 2020	August 25, 2020	September 28, 2020
Items	3,626	7,196	10,796
Checked Out	3704	7,424	11,766
Renewals	<u>265</u>	<u>1,575</u>	<u>2,955</u>
Total	3,969	8,999	14,721

Hoopla – Prior 12 month totals quick stats:
 281 new patrons
 202 unique patrons
 2,001 circs
 9.91 avg. circs per patron
 1,564 unique titles

July 2020 month to date stats:
 34 new patrons
 94 unique patrons

August 2020 Month to date stats:
 8 new patrons
 82 unique patrons
 293 circs

September 2020 month to date stats:
 11 new patrons
 81 unique patrons
 272 circs

Kisha Sawyers

Temporary Head of Adult Services