

**Town of Ballston Community Library**  
**Board of Trustees Meeting Minutes**  
**December 2, 2020**

**Call to order:** The meeting was called to order at 7:01 p.m. by President Steve Zarelli.

**Present via Zoom call:** [x]Rebecca Darling, Director; [x]Jenn Richard, Adult Services Librarian.

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

Town of Ballston Representative – [x]John Antoski

Town of Charlton Representative – [ ]Doug Ranaletto

**Board Minutes:** On a motion by Tom Shaginaw, with a second from Michelle Hernandez, the trustees voted without objection to approve the minutes of the October 28 meeting.

Tom Shaginaw made a motion which was seconded by Carolyn Speenburgh, to approve the minutes of the special board meeting of November 4.

On a motion by Tom Shaginaw, with a second from Julia Stone, the trustees voted without objection to approve the minutes of the special board meeting of November 18.

Carolyn Speenburgh made a motion which was seconded by Julia Stone, to approve the minutes of the special board meeting of November 20.

**Report of Special Funds:** Special funds for October were reviewed.

**Monthly Financial Statements:** Financial statements for September and October were reviewed.

**Approval of Bills:** The October bills, reviewed and signed by Michelle Hernandez, were approved on a motion by Tom Shaginaw with a second by Julia Stone.

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

**Reports of Committees:**

Budget and Finance:

Policy: On a motion by Sue Tomlinson, seconded by Tom Shaginaw, trustees voted unanimously to approve Records Retention Policy 2100 H, attached.

**Unfinished Business:**

Reopening Plan Revisit: The patron count has been picking up since we resumed Saturday hours in November. Allerdice Glass will be installing plexiglass partitions upstairs around staff workstations in the Children's Room. Director Darling would like to wait a bit longer before opening the upstairs to patrons.

Yellow Zone: Steve Zarelli received a letter from Burnt Hills-Ballston Lake School superintendent Dr. Patrick McGrath regarding the possibility that Saratoga County may soon be designated a COVID-19 yellow zone. In light of this, Michelle Hernandez made a motion, which was seconded by Tom Shaginaw, that if Saratoga County is designated a Yellow Zone per New York State, library services will return to curbside until such time as the county's COVID-19 designation changes. Motion passed unanimously.

Head of Youth Services: Ms. Darling reported that we've exhausted the Civil Service List and are free to post the position. She and Ms. Richard are working on it and will coordinate with the personnel committee.

**New Business:**

December 31, 2020 hours of operation: There was a motion by Sue Tomlinson, seconded by Carolyn Speenburgh, to adjust the library's hours on Thursday, December 31 (New Year's Eve) to 9-2. It passed with all in favor.

2021 Holiday Schedule: The Library will follow Saratoga County's published calendar for 2021 Holidays. On a motion by Julia Stone, with second by Michelle Hernandez, trustees voted unanimously to approve the 2021 library calendar as submitted (attached). Following some discussion, a decision was made not to open the library on Saturday, January 2, 2021.

Special Meeting Schedule: Based on Trustees' availability, Ms. Darling will reserve the library's Zoom platform for special Board of Trustees meetings as needed in the future.

**Executive session:** At 7:44, on a motion by Michelle Hernandez, seconded by Carolyn Speenburgh, trustees entered executive session to discuss legal issues. At 8:31, Sue Tomlinson made a motion, seconded by Julia Stone, to exit executive session, where no votes were taken.

**Adjournment:** At 8:35, on a motion by Carolyn Speenburgh, with second from Michelle Hernandez, trustees voted unanimously to adjourn the meeting.

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

**Board Resolution of the Trustees of the Town of Ballston Community Library in recognition and sincere appreciation of distinguished leadership and partnership by Charlton Town Supervisor Alan R. Grattidge.**

Duly Passed on 2 December 2020

In recognition and sincere appreciation of distinguished leadership and partnership by Charlton Town Supervisor Alan R. Grattidge.

WHEREAS Supervisor Grattidge has announced his intention to retire from elective service in December of 2020, after 24 years of Service to the Town of Charlton, with 15 of those 24 years serving as the Charlton Supervisor; and

WHEREAS in that time, Supervisor Grattidge has worked ceaselessly to advance the interests of the citizens of Charlton; and

WHEREAS Supervisor Grattidge, throughout that extended time, has provided outstanding support for, and, partnership with, the Town of Ballston Community Library;

NOW THEREFORE BE IT RESOLVED that the Trustees of the Town of Ballston Community Library recognize and extend sincere appreciation to Alan R. Grattidge for his many years of committed service to the Town of Charlton and continued support for, and partnership with, the Town of Ballston Community Library, and, further, wish him well in all future endeavors; and,

AND be it further resolved that this resolution of recognition and sincere appreciation, having been unanimously approved, be duly recorded in the minutes of the Town of

Ballston Community Library Board of Trustees Meeting held on this 2<sup>nd</sup> day of the month of December in the year 2020.

Steve Zarelli  
President  
Board of Trustees  
Town of Ballston Community Library

## **Director's Report December 2020**

### **Building**

- Allerdice Glass has created our custom safety shields and will be installing them as soon as possible.
- A leak was discovered in the upstairs closet and Canopy Roofing came out to patch the roof on November 2.
- Nature's Way Pest Control reported that the bait in the traps is being eaten and a dead mouse was found in the upstairs closet.
- Saxton Janitorial waxed the linoleum floors in the Community Room, kitchen and stairwells.

### **Programming**

- The Non-Fiction Book Club met via Zoom this month and Judy's Book Club will move to Zoom starting in January.
- The Friends of the Library held their monthly meeting via Zoom.

### **Other**

- The Library's Community Room was a polling place. We moved our quarantined items upstairs and coordinated with Saratoga County Board of Elections. Closing the building to patrons was the right decision as the parking lot was completely full for most of the day.
- Attended the following meetings: Ballston Town Meetings, SALS Directors Council and Friends of the Library.
- Attended Director Training with Erica Freudenberger on November 10.
- Attended New York Library Association's Annual Conference virtually on November 5 and 6. Sessions attended: COVID-19 Panel, Keynote Address: Rebecca Miller, NYLA Membership Meeting, What Library Hiring Managers Wished You Knew, What's New In Employment Law, Library Law for the Win.

*Rebecca Darling,  
Library Director*

## **Adult Services – November 2020**

Since my return in late October, things have continued to pick up for adult services. There are 4 cooking tips and tricks programs planned from the end of November through the end of December on zoom. This is somewhat new, as we have previously only done cookie decorating remotely. With everyone at home with their own cooking equipment, it gives more opportunity for programming, so we're trying something new. There will be pie crust and pie making tips and tricks, a class on quickbreads, an InstaPot class, and a holiday brunch class. 3 of those will be led by the same instructor as cookie decorating, the last by Jodie Fitz. Both our long running book club, and the non-fiction book club have continued, with both utilizing Jenkins Park during summer/fall, and now transitioning back to Zoom for cold weather.

Aside from programming, I have been working on streamlining other services, including some options to be able to schedule curbside appointments online using our existing calendar program. We have shifted curbside to be available during any of our open hours, but only 1 slot at a time, to enable the staff to be able to serve all patrons safely, and in a timely manner. If feasible, we will begin the online scheduling as soon as possible.

The virtual NYLA conference was November 5<sup>th</sup> and 6<sup>th</sup>. Although a very different format than usual, it was still very informative! A few sessions I attended discussed marketing, and how libraries are handling Covid. Also, on Thursday, November 12<sup>th</sup>, I virtually attended another Adult Program Swap. It was focused on remote programming, both passive, and active. I got some good ideas, as well as shared some of the successes we've had doing things at our Library! I am hoping to try a few new ideas that I gathered from these sessions in the coming months.

The last computer order of the year was submitted this month, and someone from JA should be coming this month to finish installing items from the last order, which was severely delayed by Covid. A warranty order was also submitted for one of the staff chairs at circulation. When the part is received, the furniture company will send someone to repair it.

*Jenn Richard*  
*Head of Adult Services*

## Youth Services Report December 2020

### Programming

Patrons have really enjoyed the Grab N Go kits that Youth Services puts out each month. Each craft kit is designed for preschooler and includes instructions and suggested books available on Hoopla. This has been so popular that we will be creating two additional Grab N Go kits for the week between Christmas and New Years, both a preschool kit and an elementary.

We are continuing to offer weekly preschool program via Zoom as well as kids book clubs and special events.

#### October 2020 Statistics

| <b>Programs</b>     | <b>Number Offered</b> | <b>Participants</b> | <b>Number Offered YTD</b> | <b>Participants YTD</b> |
|---------------------|-----------------------|---------------------|---------------------------|-------------------------|
| <b>Preschool</b>    | 13                    | 126                 | 91                        | 1,636                   |
| <b>Elementary</b>   | 5                     | 79                  | 24                        | 388                     |
| <b>Teen</b>         | 1                     | 5                   | 16                        | 88                      |
| <b>Outreach</b>     | 0                     | 0                   | 6                         | 140                     |
| <b>Family</b>       | 3                     | 197                 | 28                        | 960                     |
| <b><i>TOTAL</i></b> | <b><i>22</i></b>      | <b><i>407</i></b>   | <b><i>165</i></b>         | <b><i>3,212</i></b>     |

#### November 2020 Statistics

| <b>Programs</b>   | <b>Number Offered</b> | <b>Participants</b> | <b>Number Offered YTD</b> | <b>Participants YTD</b> |
|-------------------|-----------------------|---------------------|---------------------------|-------------------------|
| <b>Preschool</b>  | 6                     | 61                  | 97                        | 1,697                   |
| <b>Elementary</b> | 4                     | 70                  | 28                        | 458                     |
| <b>Teen</b>       | 1                     | 5                   | 17                        | 93                      |

|                 |           |            |            |              |
|-----------------|-----------|------------|------------|--------------|
| <b>Outreach</b> | 0         | 0          | 6          | 140          |
| <b>Family</b>   | 5         | 197        | 33         | 1,157        |
| <b>TOTAL</b>    | <b>16</b> | <b>332</b> | <b>181</b> | <b>3,545</b> |

*Rebecca Verhayden Darling,*  
*Director*

**Policy 2100 H, Records Retention:**

RESOLVED, By the Board of Trustees of the Town of Ballston Community Library that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein. FURTHER RESOLVED, that in accordance with Article 57-A: (a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein; (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

**2021 Holiday Closing Schedule**  
**Town of Ballston Community Library**

|                            |   |
|----------------------------|---|
| New Year's Day             | Friday, January 1   |
| Martin Luther King Jr. Day | Monday, January 18  |
| Presidents' Day            | Monday, February 15   |
| Memorial Day               | Monday, May 31  |
| Flag Day Parade            | Thursday, June 10 closing at 5:00 PM                                    |
| Independence Day           | Monday, July 5 (Observed)   |
| Labor Day                  | Monday, September 6   |
| Columbus Day               | Monday, October 11  |
| Veteran's Day              | Thursday, November 11   |
| Thanksgiving Eve           | Wednesday, November 24 closing at 2:00 PM                               |
| Thanksgiving Day           | Thursday, November 25   |
| Thanksgiving Holiday       | Friday, November 26   |
| Thanksgiving Holiday       | Saturday, November 27   |
| Christmas Eve              | Friday, December 24   |
| Christmas Day              | Saturday, December 25   |
| New Year's Eve             | Friday, December 31 CLOSED in observance of New Year's Day<br>January 1 |

Floating Holidays:  
2 for Lincoln's Birthday and Christmas