

Town of Ballston Community Library
Board of Trustees Special Meeting Minutes
December 16, 2020

Call to order: The meeting was called to order at 6:04 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, []Carolyn Speenburgh, [x]Julia Stone, [x]Sue Tomlinson, [x]Tom Shaginaw, [x]Steve Zarelli

Town of Ballston Representative – []John Antoski

Town of Charlton Representative – []Doug Ranaletto

Board Minutes: approval of Dec. 2 meeting minutes was tabled until January.

Tom Shaginaw made a motion, which was seconded by Julia Stone, to approve the minutes of the special meeting of December 9. It passed with all in favor.

Establish financial accounts with Ballston Spa National Bank: On a motion by Tom Shaginaw, with second from Michelle Hernandez, trustees voted unanimously to establish accounts for the library at Ballston Spa National Bank.

Quickbooks: Director Darling informed trustees that bookkeeper Terry Riley recommends the library return to Quickbooks (online version) for the library's accounting functions. The first year's subscription is available at a special price of \$240, with renewal for subsequent years at \$480.

COVID-19 impact on library services: Yellow status in Saratoga County is not imminent, however Ballston Town Hall closed its building yesterday. Other libraries are reconsidering the decision to wait for the yellow designation to revert to curbside delivery of materials to patrons. Sue Tomlinson made a motion, which was seconded by Tom Shaginaw, to transition to curbside service due to the COVID-19 pandemic, effective Monday, December 21, 2020. It passed with all in favor.

Executive Session: At 6:15, on a motion by Michelle Hernandez, seconded by Julia Stone, trustees voted unanimously to enter executive session to discuss legal issues.

At 7:11 p.m., Julia Stone made a motion, which was seconded by Michelle Hernandez, to exit executive session, where no votes were taken. The motion was approved with all in favor.

Adjournment: At 7:12, on a motion by Sue Tomlinson, with second from Tom Shaginaw, trustees voted unanimously to adjourn the meeting.

Minutes respectfully submitted by: Sue Tomlinson, Secretary