

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
January 27, 2021**

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

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

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

Town of Ballston Representative – [ ]John Antoski

Town of Charlton Representative – [ ]Doug Ranaletto

**Board Minutes:** On a motion by Michelle Hernandez, with a second from Julia Stone, the trustees voted without objection to approve the minutes of the January 20 special meeting.

**Report of Special Funds:** Special funds for December and January were reviewed.

**Monthly Financial Statements:** Financial statements for December and January were reviewed.

**Approval of Bills:** The December and January bills, reviewed and signed by Sue Tomlinson, 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:** none.

**Old Business:**

Personnel: We have received several good applications for Head of Youth Services. Director Darling stated that applicants will be contacted to schedule interviews.

Library Assistant: We canvassed the Library Assistant Civil Service List and will begin interviews for that position soon.

UHY: Ms. Darling and Terry Riley have had several productive meetings with the team at UHY and things are proceeding well toward getting the library set up to receive accounting support from them.

**New Business:**

Charlton contract: We have received the contract with the Town of Charlton for library services for 2021. President Zarelli will sign it and get it to Ms. Darling to return.

National Grid: A contractor for National Grid stopped by and spoke with Ms. Richard regarding the need to move an electric pole near the library, which will require an easement. They are going to contact the Town about it.

**Executive session:** At 7:39, on a motion by Sue Tomlinson, seconded by Michelle Hernandez, trustees voted, without exception, to enter executive session to discuss legal issues. At 7:57, Sue Tomlinson made a motion, seconded by Tom Shaginaw, to exit executive session, where no votes were taken.

**Adjournment:** At 8:04, on a motion by Steve Burchett, with second from Michelle Hernandez, trustees voted unanimously to adjourn the meeting.

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

## Director's Report January 2021

### Building

- A new leak was discovered in the upstairs closet and Canopy Roofing came out to patch the roof on January 12.
- Mangione repaired the back door December 18.
- We have requested an extension of our Library History Room/Lighting Project. Construction will not be complete by the original April 2021 deadline. Lisa Hayes is working on it and we are still in the design phase.

### Programming

- Judy's Book Club held their first Zoom meeting on January 11 and 12 members attended.
- The Friends of the Library held their monthly meeting via Zoom.

### Other

- Since contracting with UHY there have been several meetings. We've begun the transition to Quickbooks are working through the logistics of merging old information into the new program.
- Attended the following meetings: Ballston Town Meetings, Charlton Town Meeting, SALS Directors Council, SALS New Directors Meeting and Friends of the Library.
- SALS Annual report meeting is February 3.
- We are accepting applications for the Head of Youth Services, Librarian II position until February 1. We canvassed the Library Assistant Civil Service List and will begin interviews for that position soon.

*Rebecca Darling,  
Library Director*

## December 2020 & January 2021 Adult Services Report

December 2020 closed out a very unique year. Adult Services branched out in some new ways, and learned a lot during the year. In February of 2020, the Library began offering Hoopla as an additional digital service platform to patrons. From mid-February through the end of the year, 3,217 digital items were borrowed, and 323 patrons signed up for Hoopla through our Library. We spent a little over half of our budgeted amount for the year, \$5,743.72, which amounts to approximately \$1.79 per item borrowed. Overall, our "experiment" with Hoopla was very successful, and provided a much needed additional source of electronic materials to our patrons during the year.

The Library also moved to providing curbside circulation services during different times of the year to promote the safest services possible for both staff and patrons. During that time, the staff provided patrons with 2,555 curbside deliveries! Also, in an effort to make work better for both staff and patrons, we began using our event calendar to schedule curbside pickup appointments. Patrons now have the option to call and schedule with staff, or schedule their own pickup appointments on the system they already knew from program signup!

Along with expanded digital platforms for materials, and curbside pickup, programming also shifted to virtual delivery as well. During 2020, there were 18 in-person programs, with 204 people in attendance. Additionally, there were 12 virtual adult programs with 87 attendees; for a total of 30 programs and 291 attendees for 2020.

**January 2021**

Curbside service has continued into the new year, along with virtual programming. Virtual programming in January included the virtual return of our longest running book club, along with a cooking program with Jodie Fitz that got moved from December to January. More programming is being planned, along with some grab'n'go projects for adults for around Valentine's Day.

**Youth Services Report January 2021**

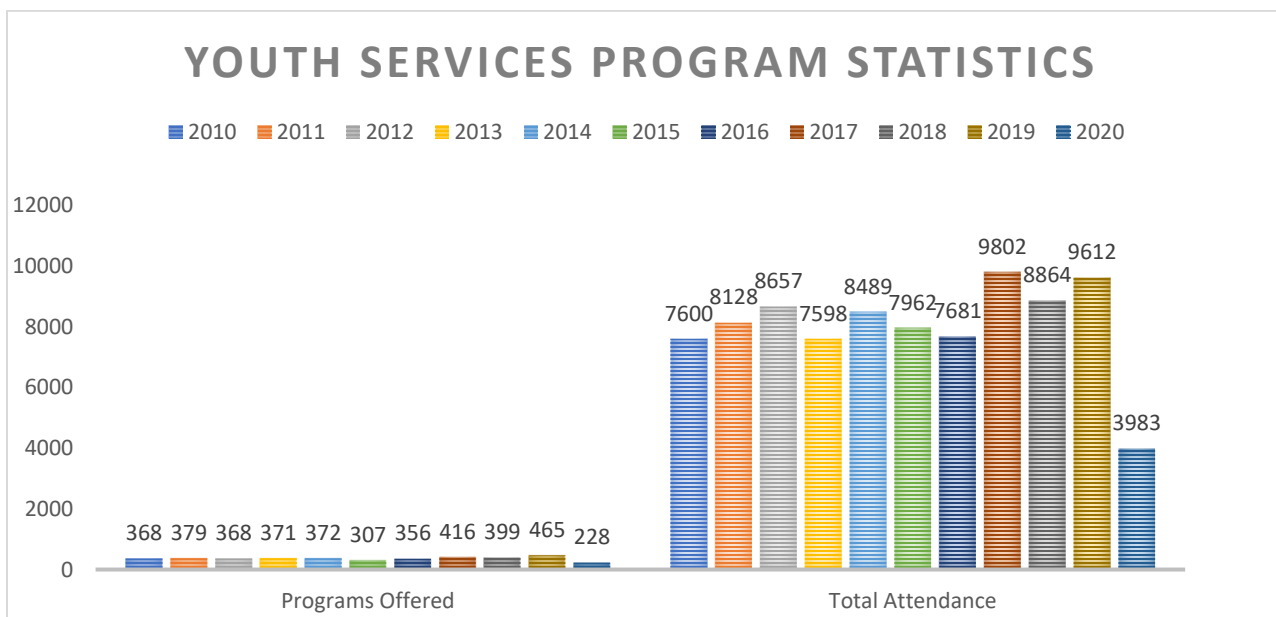
Programming

Preschool Story Time, Toddler Time and Baby Bookworms are all being held weekly via Zoom. We continue to offer Monthly Book Clubs for kids ranging from Kindergarten to 7<sup>th</sup> Grade. We also held a Kids Cooking Program and another Grab N Go Craft this month. Looking forward to February we will have two children's programs and a Grab N Go for February Break.

The Library is participating in the Beanstack's Winter Reading Challenge. Patrons of all ages can log their reading and activities to win prizes. The Friends of the Library donated gift certificates to local businesses for all the prizes.

**December 2020 Statistics**

Programs	Number Offered	Participants	Number Offered YTD	Participants YTD
<b>Preschool</b>	8	70	105	1,767
<b>Elementary</b>	3	31	31	489
<b>Teen</b>	1	6	18	99
<b>Outreach</b>	0	0	6	140
<b>Family</b>	4	331	37	1,488
<b>TOTAL</b>	<b>16</b>	<b>438</b>	<b>228</b>	<b>3,983</b>



*Rebecca Verhayden Darling, Director*