

**Town of Ballston Community Library**  
**Board of Trustees Meeting Minutes**  
**March 31, 2021**

**Call to order:** The meeting was called to order at 7:04 p.m. by Vice President Michelle Hernandez.

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

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

Guest: Dan Farrow, Abbott Energy, Inc.

Town of Ballston Representative – [ ]John Antoski

Town of Charlton Representative – [ ]Doug Ranaletto

**Board Minutes:** On a motion by Tom Shaginaw with a second from Carolyn Speenburgh, the trustees voted to approve the minutes of the March 17 special meeting.

Julia Stone made a motion, which was seconded by Steve Burchett, to approve the minutes of the March 22 special meeting. It was approved unanimously.

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

**Monthly Financial Statements:** Financial statements for March were reviewed.

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

**Director's Report:** appended at end of minutes.

Director Darling also noted that the Jenkins Part Committee has been dissolved by the Town, however the Town Board agrees that the Library should be able to continue to use the pavilion for Summer Reading, book clubs and other events. Our thanks to John Antoski for his support of the library in this matter. Ms. Richard has reached out to Dave Robbins at the Town of Charlton regarding the library's use of the Charlton pavilion and will report when she hears back from him.

**Reports of Committees:**

Long-Range Planning Committee: Sue Tomlinson reported that she and Director Darling have attended two virtual training sessions in a five-part series called Engaged Planning, led by Erica Freudenberger of SALS. As part of the preparation for creating a new long-range plan, trustees have participated in a SOAR exercise (Strengths, Opportunities, Aspirations, Results). Staff will be completing the exercise soon. Michelle Hernandez and Julia Stone would like to meet with Director Darling and Ms. Tomlinson to review information gathered.

**Old Business:**

Electric Vehicle chargers: Steve Burchett reviewed some of the details of the proposed installation including hardware basics and vehicles supported. Daniel Farrow of Abbott Energy, Inc. answered Trustees' questions regarding funding and selection of the location of the project.

Personnel: On a motion by Sue Tomlinson, with second from Carolyn Speenburgh, trustees voted unanimously to appoint Alyssa Harvey as the Head of Youth Services, Librarian II with a salary of \$48,500 annually and full benefits on a provisional basis in accordance with all Civil Service and Library policies.

A motion was made by Tom Shaginaw and seconded by Steve Burchett to extend the temporary position of Account Clerk Typist-Part Time for three months beginning April 25, 2021 for 17.5 hours per week at a salary of \$16/hour. It was approved without exception.

Tom Shaginaw made a motion, which was seconded by Sue Tomlinson and approved unanimously, to extend William Newsom III in the temporary position of Account Clerk Typist-Part Time beginning April 25, 2021.

#### **New Business:**

Joint Automation Agreement: On a motion by Julia Stone, seconded by Carolyn Speenburgh, trustees voted without exception to approve the Joint Automation Agreement with SALS for another year.

Director Darling mentioned that the library has received an easement contract from National Grid for work being done on Lakehill Road. She feels we should forward this to the Town.

**Executive session:** At 7:45, on a motion by Steve Burchett, seconded by Tom Shaginaw, trustees voted unanimously to enter executive session to discuss legal issues. At 8:27, Sue Tomlinson made a motion, seconded by Julia Stone, to exit executive session, where no votes were taken.

**Adjournment:** At 8:28, on a motion by Tom Shaginaw, with second from Carolyn Speenburgh, trustees voted unanimously to adjourn the meeting.

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

## Town of Ballston Community Library Director's Report

March 2021

### **Circulation Statistics - February 2021**

<b>Circulation Statistics</b>	<b>Current Month</b>	<b>2021 YTD</b>	<b>2020 Total</b>
<b>Items Added to Collection</b>	354	642	2,791
<b>Number of Physical Items Circulated</b>	3,983	8,003	49,737
<b>Overdrive Circulation</b>	1040	1,488	13,164
<b>Hoopla Circulation</b>	345	715	3,217
<b>New Patron Registrations</b>	2	5	108
<b>Curbside Appointments</b>	874	1,754	2,555
<b>Patrons in the Building</b>	0	0	21,461

### **Program Statistics - February 2021**

<b>Programs</b>	<b>Number Offered Current Month</b>	<b>Participants Current Month</b>	<b>Number Offered 2021 YTD</b>	<b>Participants 2021 YTD</b>	<b>Number Offered 2020 Total</b>	<b>Participants 2020 Total</b>
<b>Preschool</b>	10	106	22	217	105	1,767
<b>Elementary</b>	5	71	10	133	31	489
<b>Teen</b>	1	4	2	8	18	99
<b>Adult</b>	3	77	6	108	30	291
<b>Family</b>	4	385	6	543	6	140
<b>Outreach</b>	0	0	0	0	37	1,488
<b>TOTALS</b>	<b>23</b>	<b>643</b>	<b>46</b>	<b>1,009</b>	<b>227</b>	<b>4,274</b>

## Organizational Goals

- Sue Tomlinson and Rebecca Darling attended two Long Range Plan Trainings led by SALS. The SOAR exercise was completed by both the staff and Trustees.

## Financials

- All of the Library's 2019 and earlier records are in QuickBooks and balanced. UHY has closed out 2019 and is focused on 2020. UHY is helping to connect our bank accounts and guiding Library Staff through the process of using the new accounts as necessary.

## Staff & Volunteers

- Michelle Dannenhoffer-Cau has joined the staff as a part-time Library Assistant.
- The Friends of the Library, particularly Mary Conklin, Bobbie Barringer, Sue Tomlinson and Peggy Shaeffer, worked together to scan all the withdrawn and donated books. Three pallets (almost 70 boxes) of books were sent to Thrift Books to be resold and the Friends/Trustees will receive a portion of the sales. 40 boxes were picked up by Bulk Book Warehouse and several boxes of books for children and teens are being donated to the Red Book Shelf project in Albany.

## Facility Update

- Wiring Concepts replaced two light fixtures with new LED in the vestibule. They also changed out bulbs in the stairway and reset the heater in the sprinkler closet on March 2, 2021.
- Appolo performed the annual inspection of the HVAC units on March 31, 2021.

## Technology

### February 2021

Technology Statistics	Current Month	2021 YTD	2020 Total
Public Computer Sessions	7	0	964
WiFi Sessions	279	570	5,355

- The spring computer order was placed.

## Marketing

### February 2021

Marketing Statistics	Current Month	2021 YTD	2020 Total
Social Media Posts	91	191	Not Available
Website Visits	2,899	Not Available	77,869

## Policy Review

## Meetings & Professional Development

- Rebecca Darling, Director: BH-BL BPA, Friends of the Library, Long Range Plan, UHY, Town of Ballston, Board of Trustees
- Jenn Richard, Head of Adult Services: Friends of the Library, Town of Ballston, Board of Trustees

Rebecca Verhayden Darling, Director 3/31/2021