

**Town of Ballston Community Library**  
**Board of Trustees Meeting Minutes**  
**June 30, 2021**

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

**Present:** [x]Rebecca Darling, Director; [x]Jenn Richard, Adult Services Librarian, [x]Alyssa Harvey, Youth 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 – [ ]John Antoski

Town of Charlton Representative – [ ]Doug Ranaletto

**Board Minutes:** On a motion by Julia Stone with a second from Carolyn Speenburgh, the trustees voted to approve the minutes of the May 26 meeting.

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

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

**Approval of Bills:** The June bills, reviewed and signed by Michelle Hernandez, were approved without exception on a motion by Tom Shaginaw with a second by Julia Stone.

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

**Reports of Committees:**

**Long Range Plan:** Director Darling and Sue Tomlinson attended the last two sessions of Engaged Planning seminar, led by SALS' Erica Freudenberger. The LRP committee met on June 30 to discuss next steps in creating the library's 2021-2024 Long Range Plan. They reviewed a survey used by the Ballston Spa library to gather input from patrons. Some changes were suggested, and the committee will review the edited version, to be prepared by Director Darling, before proceeding.

**Building and Grounds:** Shawn Zepf of Hometown Turf LLC has given the library a quote of \$3,500 to conduct site prep on the stretch of land between the employee parking lot and the neighboring property at 4 Lawmar Lane, in preparation for installation of a new fence. On a motion by Tom Shaginaw, with second by Carolyn Speenburgh, trustees voted unanimously to approve site work and installation of a new fence in this location, not to exceed \$9,500 total.

**Policy:** On a motion by Tom Shaginaw, seconded by Sue Tomlinson, trustees voted unanimously to approve Policy P6700, Electric Vehicle Charging stations attached below

**Old Business:**

**Electric Vehicle charging stations:** Abbott Energy completed installation of the four electric vehicle charging stations.

**Reopening Plan Update:** See amended Reopening Plan. Changes include removal of the mask mandate for fully vaccinated patrons and staff inside the building, and reopening the indoor book return.

**Eagle Scout project:** Site work prep and installation of RYANNE GORDON'S Eagle Scout project has been scheduled for Saturday, July 10.

Anchor Diamond Story Walk: Ms. Richard and Sue Tomlinson attended the opening of the Anchor Diamond Story Walk on July 12.

Local History Room and Lighting Construction Project: Bid for the project will go out in August(30th and be due September 21st for anticipated work to be completed late fall 2021/early spring 2022.

Trustee Elections and Committee Appointments: A motion was made by Michelle Hernandez, with second from Julia Stone, to approve the following slate of officers for 2021-2022:

President: Steve Zarelli

Vice President: Michelle Hernandez

Treasurer: Steve Burchett

Secretary: Sue Tomlinson

The motion was passed unanimously. No changes were made to the committee assignments.

Rotary Peace Pole: The three librarians met with members from the Burnt Hills Ballston Lake Rotary club, walked the site, and discussed placement of the Peace Pole and landscaping around it. There was concern over a dying spruce tree in front of the library, and Director Darling has secured a quote of \$674.10 from Wade's Tree Service to cut down and remove the tree, and grind the stump. Installation and ribbon-cutting are planned for late September.

### **New Business:**

NYS Construction Grant: Applications will be accepted in August, 2021, for a NYS construction grant with a 75% match. After some discussion of various project possibilities, trustees and Ms. Darling decided to prepare a grant proposal to redesign the entry-way to the library and the Community Room, and to install LED lighting in the parts of the library where it has not already been installed.

2022 Budget: It is time to begin planning the library's 2022 budget. Ms. Darling will schedule a meeting with the Budget and Finance Committee.

Resolution to accept the resignation of Ruta Tomik, Library Clerk, effective July 1, 2021: On a motion by Tom Shaginaw, seconded by Carolyn Speenburgh, trustees voted without exception to accept the resignation of Ruta Tomik, Library Clerk, effective July 1.

Paid Time Off: Discussion tabled until a future meeting.

Saratoga County Public Health – Narcan: Director Darling was contacted and asked whether the library would like to have Narcan on site, and receive training in its administration. Following some discussion, it was decided not to pursue this avenue, the library will call 911 in the event of a suspected overdose.

**Executive session:** At 8:43 p.m. on a motion by Tom Shaginaw, seconded by Michelle Hernandez, trustees voted unanimously to enter executive session to discuss legal matters. At 8:56, Tom Shaginaw made a motion which was seconded by Sue Tomlinson to exit executive session. No votes were taken.

**Adjournment:** At 8:57, on a motion by Michelle Hernandez, 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

June 2021

## Circulation Statistics

May 2021

<b>Circulation Statistics</b>	<b>Current Month</b>	<b>2021 YTD</b>	<b>2020 Total</b>
<b>Items Added to Collection</b>	423	1,631	2,791
<b>Number of Physical Items Circulated</b>	6,789	25,968	49,737
<b>Overdrive Circulation</b>	1,080	4,846	13,164
<b>Hoopla Circulation</b>	442	2,025	3,217
<b>New Patron Registrations</b>	14	43	108
<b>Curbside Appointments</b>	20	1,864	2,555
<b>Patrons in the Building</b>	1,436	4,582	21,461

## Programs & Events

May 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>	12	262	58	776	105	1,767
<b>Elementary</b>	4	45	22	262	31	489
<b>Teen</b>	1	4	5	20	18	99
<b>Adult</b>	4	87	17	315	30	291
<b>Family</b>	1	161	13	1,716	6	140
<b>Outreach</b>	0	0	1	19	37	1,488
<b>TOTALS</b>	<b>22</b>	<b>559</b>	<b>116</b>	<b>2,708</b>	<b>227</b>	<b>4,274</b>



- The Town of Ballston Community Library is excited to announce that there will now be a Story Walk at Anchor Diamond Park. Thank you to the Sheridan Family, the Friends of the Library, the Town of Ballston Parks & Recreation Committee, along with Curtis Lumber and Lowe's for materials support.

### Organizational Goals

- The Long Range Planning committee met on June 29 to work on a survey and next steps. We have completed the five training sessions led by SALS.

### Financials

- The Library has submitted \$5,500.55 for in expenses for reimbursement per FEMA guidelines. The Library has spent more on COVID-19 but only expenses through 9/15/2020 are eligible. Our reimbursement process has been delayed because FEMA has requested additional information from the Town of Ballston that has not yet been supplied. Terry, Joe Whalen and I met with FEMA to discuss how to proceed.

### Staff & Volunteers

- Mary Conklin has retired as President of the Friends of the Library after six years. Mary is a wonderful advocate of the Library and will continue to be an active member of the Friends.

## Facility Update

- Abbott Energy completed construction on the four new Electric Vehicle Chargers. We have applied to National Grid and NYSERDA for reimbursement.
- The Building and Grounds Committee is currently seeking estimates to replace the fence and landscape the area behind the library.



## Technology

- The computer lab has reopened with three public use computers available. We continue to offer two more public computers upstairs and both areas now have color printing available.

### May 2021

Technology Statistics	Current Month	2021 YTD	2020 Total
Public Computer Sessions	43	158	964
WiFi Sessions	417	1,886	5,355

## Marketing

### May 2021

Marketing Statistics	Current Month	2021 YTD	2020 Total
Social Media Posts	61	433	Not Available
Website Visits	3,247	9,802 (does not include January)	77,869

## Policy Review

- Reopening Plan (Safety Plan)
- EV Charger Policy

## Meetings & Professional Development

- Michelle Dannehoff-Cau, Library Assistant: SALS LEAP Training, NYLA Library Skills Academy
- Rebecca Darling, Director: Board of Trustees, UHY Meeting, SALS LEAP Training, Town of Ballston, Town of Charlton, Rotary Peace Pole Meeting, Polaris Reports Webinar, Eagle Scout Project Meeting, FEMA Meeting
  - ALA Conference: Opening Session featuring Nikole Hannah-Jones, Legal Issues in Public Libraries, Book Buzz Upcoming Adult Books Fall 2021/Winter 2022, Can I Wear or Say That? Free Speech in the Workplace, Change as Noun and Verb: A Transformational Approach to Change Efforts That Don't Suck, Design Considerations for Libraries Responding to Infectious Disease Concerns, Booklist's Read 'N' Rave, Managing Change: How to Lead in an Ever-changing World, Hostile Funding! Building a Budget Negotiation Plan that Wins Over Hostile Funders, Gift Acceptance Policies Part 1: When "Free" Isn't Free, Closing General Session featuring President Barack Obama,
- Alyssa Harvey, Head of Youth Services: Board of Trustees, Rotary Peace Pole Meeting, Eagle Scout Project Meeting
- Elizabeth Lafergola, Clerk: SALS LEAP Training
- Jenn Richard, Head of Adult Services: Friends of the Library, Board of Trustees, Rotary Peace Pole Meeting, Polaris Reports Webinar, Baker & Taylor 360 Set Up, Eagle Scout Project Meeting
  - ALA Conference: Social Media for Small/Rural Libraries, Reads like Fiction: Nonfiction You Can't Put Down, Library Budgeting: Working with what you have, advocating for what you need, Ready, Set, Cook: How to Make Good Food With What's On Hand, Closing General Session featuring President Barack Obama
- Ruta Tomik, Clerk: SALS LEAP Training
- Terry Riley, Account Clerk: UHY Meeting, FEMA Meeting

Rebecca Verhayden Darling, Director 6/28/2021