

Town of Ballston Community Library
Board of Trustees Meeting
November 10, 2021

Agenda

- 1) Call to order
- 2) Minutes of November 3 2021 Meeting
- 3) Old Business
 - a) Approval of Credit Card Policy
 - b) Motion to apply for a Credit Card from Ballston Spa National Bank for use by the Town of Ballston Community Library
 - c) NYS Construction Grant Update
- 4) New Business
 - a) Employee Benefits
- 5) Executive Session: Discuss Legal Matters
- 6) Adjournment

Town of Ballston Community Library
Board of Trustees Special Meeting Minutes
November 3, 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, []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 without exception to approve the minutes of the November 3, 2021 meeting.

Executive session: At 7:02 p.m. on a motion by Michelle Hernandez, seconded by Julia Stone, trustees voted unanimously to enter executive session to discuss legal matters. At 7:30, Sue Tomlinson made a motion, which was seconded by Carolyn Speenburgh and passed unanimously, to exit executive session, where no votes were taken.

Adjournment: At 7:31, on a motion by Michelle Hernandez, with second from Tom Shaginaw, trustees voted unanimously to adjourn the meeting.

Minutes respectfully submitted by: Sue Tomlinson, Secretary

Town of Ballston Community Library

P 5500 Credit Cards Policy

The Town of Ballston Community Library (BUR) uses commercial credit cards to expedite operations, to take advantage of the tax exemptions for which the System is eligible, reduce the use of petty cash and to simplify purchasing and accounting procedures.

1. BUR holds the following credit cards:
 - a. Ballston Spa National Bank (BSNB) Visa
2. All receipts for authorized purchases, when using any of the credit cards, must be submitted to the Account Clerk within two (2) business days of the purchase or after returning from travel.
3. Credit cards, when not being used, will be secured in the Library.
4. The BSNB Visa card may be used:
 - a. To register online for conference such as ALA, PLA, NYLA or other approved conferences.
 - b. Preauthorized online or local purchases.
 - c. Deposit or payment for stays in hotels within New York State in order to receive the approved tax exemption available to SALS; Individuals staying at a hotel in NY State must take a copy of the completed tax exempt form. Deposit or payment for stays in hotels outside NY State that are reserved for authorized business travel or conference.
 - d. Transportation expenses that may include airline tickets, shuttle services, taxi, parking related to SALS business or professional conference.
 - e. Meal expenses using the GSA per diem rates <http://www.gsa.gov/portal/content/104877> when attending conferences or meetings overnight. No alcoholic beverages may be included.
 - f. Additional purchases if warranted as a legitimate business related expense and pre-authorized by the Director.
 - g. No personal purchases are permitted.
5. The BSNB Visa credit card statement will be reviewed monthly and signed by the member of the Board of Trustee responsible for reviewing the bills.