

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
September 29, 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: [x]Steve Burchett, [x]Michelle Hernandez, [x]Tom Shaginaw, [x]Carolyn Speenburgh, []Julia Stone, [x]Sue Tomlinson, [x]Steve Zarelli

Town of Ballston Representative – []John Antoski

Town of Charlton Representative – []Doug Ranaletto

Guest – Dave Meager, AMSURE

Board Minutes: On a motion by Steve Burchett with a second from Carolyn Speenburgh, the trustees voted to approve the minutes of the August 25, 2021 meeting. There was one abstention.

Report of Special Funds: Special funds for September were reviewed.

Monthly Financial Statements: Financial statements for September were reviewed.

Approval of Bills: The September bills, reviewed and signed by Carolyn Speenburgh, were approved on a motion by Steve Burchett with a second by Sue Tomlinson.

Director's Report: appended at end of minutes.

Reports of Committees:

Long Range Plan: The committee is reviewing the survey responses and the responses from the ASK and Aspiration exercises. We met over Zoom and are beginning to prepare a draft of the written Long Range Plan for presentation to the trustees.

Old Business:

Reopening Plan Update: no change.

Gold Award Project: the project has been completed, and there was very good attendance for the Story Hour held on September 25.

Local History Room and Lighting Construction Project: should be going out to bid in October. Hoping for project completion in Spring 2022.

Rotary Peace Pole: the pole will be erected on October 11, with an unveiling planned for end of October.

NYS Construction Grant 2021 Application: Our application was accepted; approval for the project to upgrade the Children's Room to LED lighting is in the works.

2022 Budget: Our 2022 budget proposal was accepted by the Town as submitted.

New Business:

Resolution to hire Mary Hayden as a page at the Town of Ballston Community Library Beginning October 13, 2021: On a motion by Tom Shaginaw with second from Steve Burchett, trustees voted to approve hiring Mary Hayden as a page beginning October 13, 2021.

Accept the resignation of Charity Shillito, Library Page, on September 17, 2021: Trustees voted, on a motion by Sue Tomlinson, seconded by Carolyn Speenburgh, to accept the resignation of Charity Shillito.

Accept the resignation of Linda Fieldhouse, Library Clerk, on September 29, 2021: Trustees voted, on a motion by Carolyn Speenburgh, seconded by Steve Burchett, to accept the resignation of Linda Fieldhouse.

2022 library calendar: A motion was made by Steve Burchett and seconded by Michelle Hernandez to accept the 2022 library calendar with the edit discussed for January 1. It passed with all in favor.

Jim Meager, AMSURE Insurance: Mr. Meager reviewed information about a plan to insure the library through AMSURE Insurance and answered trustees' questions. The library will secure other proposals before selecting an insurance provider.

CINTAS Contract: CINTAS provides soaps and paper products for the library. Director Darling stated that we have not been satisfied with their service and do not wish to renew the contract, which expires at the end of this year. She will be seeking bids from alternate providers.

Executive session: At 9:02, on a motion by Steve Burchett, with second from Tom Shaginaw, trustees voted to enter executive session to discuss legal matters. At 9:30, Steve Burchett made a motion which was seconded by Carolyn Speenburgh to exit executive session, where no votes were taken.

Adjournment: At 9:31, on a motion by Carolyn Speenburgh, with second from Tom Shaginaw, trustees voted unanimously to adjourn the meeting.

Minutes respectfully submitted by: Sue Tomlinson, Secretary

Town of Ballston Community Library Director's Report

September 2021

Circulation Statistics

August 2021

Circulation Statistics	Current Month	2021 YTD	2020 Total
Items Added to Collection	266	2,410	2,791
Number of Physical Items Circulated	9,926	55,220	49,737
Overdrive Circulation	955	7,854	13,164
Hoopla Circulation	482	3,467	3,217
New Patron Registrations	34	178	108
Curbside Appointments	22	1,952	2,555
Patrons in the Building	3,261	10,779	21,461

Programs & Events

August 2021

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2021 YTD	Participants 2021 YTD	Number Offered 2020 Total	Participants 2020 Total
Preschool	9	125	90	1,492	105	1,767
Elementary	4	131	35	591	31	489
Teen	2	81	11	165	18	99
Adult	2	22	25	402	30	291
Family	6	230	126	2,226	6	140
Outreach	0	0	5	273	37	1,488
TOTALS	23	589	292	5,149	227	4,274



Story Time with Miss Alyssa



Grab N Go Craft



Llamas at the Library

- The Summer Reading Program ended on September 4th and our final numbers were:
Pre-School: 105 kids - 55, 401 minutes

Elementary: 354 kids - 435,167 minutes
 Teen: 107 kids - 151, 647 minutes
 Grand Total: 610 kids - 642,215 minutes

- Alyssa finished the NY state Summer Reading report and I've been sent next year's manual to begin planning ahead.
- The outdoor story time space has been a hit with our patrons for the last few weeks. Several parents and grandparents have shared that they love being able to go into the library once story time is done.
- Our Grab N Go crafts are still very popular with kids and teens and I will continue to offer 2 for children and 1 for teens each month for the rest of the year.
- Alyssa is excited to do some more fall themed programs throughout October and continue planning events for November and December.
- Memoir Writing at Elmer Smith Park is off and running! That will run through part of October. Jenn attended the vendor Fair at Sorrella Spa on Saturday, September 18th. Jenn booked an outdoor craft program from a connection made at the vendor fair, and that program is scheduled for Saturday, October 16th. And is working on other fall Grab'N Go's, as well as some other programming options.

Organizational Goals

- The Long-Range Planning committee is writing the draft of the Long Range Plan using the survey results and community feedback we received. The goal is to approve the 2021-2025 plan at the October Trustee meeting.

Financials

Account Balances Chart

	Library Held			Town Held	
	Status	Balance		Status	Balance
Fund Balance Account	In place (xxx1567)	\$0	Fund Balance Account	In place	\$300,406 ‡
Operating Account	In place (xxx1164)	\$99,291 †	Operating Account	In place (Town Fund 17.)	\$280,696 *
Trustees Account	In place (xxx1596)	\$1,093	Trustees Account	In place (xxx6102)	\$3,954
Petty Cash Account	Not yet established		Petty Cash Account	In place (xxx5534)	\$406
			Petty Cash On Hand	Lock Box	\$58
			Circulation Tray	Tray	\$75

Table 2. Summary of Library Funds and Accounts Holding those Funds as of 30 August, 2021 (unless otherwise noted)

† Principally from Department of Library Development State Aid for Library Construction Grant

‡ December 31, 2018 value from 2018 Town of Ballston Financial Report (provided by Town Budget Officer (25 January, 2021)).

* Value provided by Town of Ballston Budget Officer (2 August, 2021)

Staff & Volunteers

- A dozen volunteers worked to scan and sort donations for the upcoming Book Sale. The Friends are looking for volunteers to help with the sale September 30-October 2. On October 1, the Kona Ice Truck will be at the sale from 3:00 PM – 5:00 PM and 20% of all sales will go to the Friends.

Facility Update

- Mangione replaced the automatic door opener on September 28. Library staff are working on the grant application to SALS for possible reimbursement.
- The Friends of the Library are researching possible tree replacements for in front of the Library.
- The outdoor program space is now complete and was officially opened with a Gold Award Story Time on September 25.

Technology

August 2021

Technology Statistics	Current Month	2021 YTD	2020 Total
Public Computer Sessions	85	411	964
WiFi Sessions (unique users)	559	3,484	5,355

Marketing

August 2021

Marketing Statistics	Current Month	2021 YTD	2020 Total
Social Media Posts	52	696	Not Available
Website Visits	3,545	21,545 (does not include January)	77,869

Electric Vehicle Chargers

August 2021

EV Charger Statistics	Current Month	2021 YTD	2020 Total
Charging Sessions	21	62	N/A
Unique Drivers	13	28	N/A
Energy Dispensed	259 kWh	432.93 kWh	N/A
Average Energy Cost .12 kWh	\$31.08	\$51.95	N/A

Policy Review

- Reopening Plan (Safety Plan)

Library Action	Date	Positivity Rate*
Building Closed to Public	3/16/2020	2.6%
Staff Begin Working Remotely	3/23/2020	7.3%
Staff Begin to Return to Building	6/15/2020	0.3%
Curbside Services Start	6/29/2020	0.3%

Open for Pop-in	9/14/2020	1.0%
Return to Curbside Only	12/21/2020	7.1%
Reopening for Pop-In	3/1/2021	2.4%
Drop Capacity Restrictions/expand services	6/21/2021	0.8%
Masks Optional for Vaccinated Individuals	7/6/2021	0.3%
Masks for All per CDC	7/30/2021	4.6%
Current Levels	9/29/2021	3.0%

*Saratoga County Percent Positive Results per NYS

Meetings & Professional Development

- Rebecca Darling, Director: Board of Trustees, Budget Committee Meeting, Ballston Town Board, Friends of the Library, Library Works: Strategies for a Successful Directorship
- Alyssa Harvey, Head of Youth Services: Board of Trustees
- Jenn Richard, Head of Adult Services: Board of Trustees, Ballston Town Board, Friends of the Library, SALS Adult Program Swap

Rebecca Verhayden Darling, Director 9/29/2021