

Town of Ballston Community Library

Board of Trustees Meeting Minutes

October 7, 2021

Call to order: The meeting was called to order at 7:05 p.m. by Secretary Sue Tomlinson.

Present: [x]Rebecca Darling, Director; [x]Jenn Richard, Adult Services Librarian; [] Alyssa Harvey, Youth Services Librarian.

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

Town of Ballston Representative – []John Antoski

Town of Charlton Representative – []Doug Ranaletto

Board Minutes: Review of the minutes from the September 29, 2021 Board of Trustees meeting was deferred.

Old Business:

Library Insurance: Tim Newell (from Newell Family Insurance) will join the October Trustee meetings to outline insurance options for the Library.

New Business:

New Clerk: On a motion by Tom Shaginaw, with a second from Julia Stone, the trustees unanimously voted to hire Tricia Bitley as Library Clerk effective 1 November 2021 at a rate of \$12.70/hour.

Employee Handbook: On a motion by Tom Shaginaw, with a second by Carolyn Speenburgh, the Trustees unanimously voted to approve Public Sector HR Professional Services to develop an Employee Handbook Development and Implementation at a cost of \$4,000.

Executive Session: At 7:19 on a motion by Carolyn Speenburgh, seconded by Julia Stone, the Trustees voted, without exception, to enter executive session to discuss legal issues.

At 7:25, Tom Shaginaw made a motion, seconded by Carolyn Speenburgh, that was unanimously approved, to exit executive session, where no votes were taken.

Adjournment: At 7:26, on a motion by Julia Stone, with second from Carolyn Speenburgh, trustees voted unanimously to adjourn the meeting.

Minutes respectfully submitted by: Tom Shaginaw, Trustee