

**Town of Ballston Community Library  
Board of Trustees Special Meeting Minutes  
November 17, 2021**

**Call to order:** The meeting was called to order at 7:03 p.m. by President Steve Zarelli.

**Present via Zoom:** [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, [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 Tom Shaginaw with a second from Carolyn Speenburgh, the trustees voted without exception to approve the minutes of the November 10, 2021 special meeting.

**Old Business**

**Library Reopening Plan:** The library leadership team is working on a plan for expanding library services, such as reopening the Community Room, however the Saratoga County COVID-19 positivity rate is currently 5.9% and climbing.

**Long Range Plan update:** A draft of the 2021-2025 Long Range Plan has been sent to Erica Freudenberger at SALS for her review. Once her feedback has been received and, if necessary, incorporated, the plan will be submitted to the Board of Trustees for review and approval.

**Personnel Policy Update:** Ian Loehner from Public Sector HR Consultants, LLC, will be sending over an updated personnel policy reflecting the library's feedback.

**SALS Challenge Grant Update:** The library was awarded an Education Grant enabling Head of Youth Services Alyssa Harvey to attend the NYLA convention. In addition, we were awarded \$5,000 for accessibility projects, including replacement of the Children's Room automatic opener.

**Acceptance of Bid for First Floor Small Meeting Room and Lighting Replacement:**

A motion was made by Steve Burchett, with second by Michelle Hernandez, to approve and accept the bid from Gallo Construction Corps. for the First Floor Small Meeting Room & Light Replacement Project No. 19•42•16. The contract will include the base bid in the amount of \$106,700.00, plus Alternate #1 of \$45,700.00 and Alternate #2 of \$29,340.00, thus making the contract total lump sum \$181,740.00. The motion passed with all in favor.

**New Business**

**Library Health Insurance**

**At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on November 17, 2021 there were:**

|                    | Present | Absent                   | Aye | Nay                      | Abstain                  |
|--------------------|---------|--------------------------|-----|--------------------------|--------------------------|
| Steve Zarelli      | X       | <input type="checkbox"/> | X   | <input type="checkbox"/> | <input type="checkbox"/> |
| Michelle Hernandez | X       | <input type="checkbox"/> | X   | <input type="checkbox"/> | <input type="checkbox"/> |
| Steve Burchett     | X       | <input type="checkbox"/> | X   | <input type="checkbox"/> | <input type="checkbox"/> |
| Sue Tomlinson      | X       | <input type="checkbox"/> | X   | <input type="checkbox"/> | <input type="checkbox"/> |
| Julia Stone        | X       | <input type="checkbox"/> | X   | <input type="checkbox"/> | <input type="checkbox"/> |
| Carolyn Speenburgh | X       | <input type="checkbox"/> | X   | <input type="checkbox"/> | <input type="checkbox"/> |
| Tom Shaginaw       | X       | <input type="checkbox"/> | X   | <input type="checkbox"/> | <input type="checkbox"/> |
| Total              |         |                          | 7   | 0                        | 0                        |

I, Trustee Susan Tomlinson offer the following resolution and move its adoption:

**To consider approving the Library's health insurance policy for 12/1/2021-11/30/2022 with CDPHP Silver available to each full-time employee and their eligible family members.**

NOW, THEREFORE BE IT RESOLVED, that the Library Board of Trustees hereby approve the Library's health insurance policy for 12/1/2021-11/30/2022 with CDPHP Silver available to each full-time employee and their eligible family members. The Library will contribute 85% to the cost of the premium payment for an eligible employee hired before 7/14/2020. The Library will contribute 75% of the cost of the premium payment for an eligible employee hired after 7/14/2020.

Seconded by Trustee Carolyn Speenburgh, offered for discussion and duly put to a vote, the results of which appear above.

**At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on November 17, 2021 there were:**

|                    | Present | Absent                   | Aye | Nay                      | Abstain                  |
|--------------------|---------|--------------------------|-----|--------------------------|--------------------------|
| Steve Zarelli      | X       | <input type="checkbox"/> | X   | <input type="checkbox"/> | <input type="checkbox"/> |
| Michelle Hernandez | X       | <input type="checkbox"/> | X   | <input type="checkbox"/> | <input type="checkbox"/> |
| Steve Burchett     | X       | <input type="checkbox"/> | X   | <input type="checkbox"/> | <input type="checkbox"/> |
| Sue Tomlinson      | X       | <input type="checkbox"/> | X   | <input type="checkbox"/> | <input type="checkbox"/> |
| Julia Stone        | X       | <input type="checkbox"/> | X   | <input type="checkbox"/> | <input type="checkbox"/> |
| Carolyn Speenburgh | X       | <input type="checkbox"/> | X   | <input type="checkbox"/> | <input type="checkbox"/> |
| Tom Shaginaw       | X       | <input type="checkbox"/> | X   | <input type="checkbox"/> | <input type="checkbox"/> |
| Total              |         |                          | 7   | 0                        | 0                        |

I, Trustee Steve Burchett offer the following resolution and move its adoption:

**To approve the Library's health insurance policy for 12/1/2021-11/30/2022 with BSNENY Forever Blue PPO 770CDPHP Silver offered for eligible retired employees.**

NOW, THEREFORE BE IT RESOLVED, that the Library Board of Trustees hereby approve the Library's health insurance policy for 12/1/2021-11/30/2022 with BSNENY Forever Blue PPO 770 offered for eligible retired employees with 100% of the premium paid by the Town of Ballston Community Library.

Seconded by Trustee Julia Stone, offered for discussion and duly put to a vote, the results of which appear above.

**At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on November 17, 2021 there were:**

|                    | Present | Absent                   | Aye | Nay                      | Abstain                  |
|--------------------|---------|--------------------------|-----|--------------------------|--------------------------|
| Steve Zarelli      | X       | <input type="checkbox"/> | X   | <input type="checkbox"/> | <input type="checkbox"/> |
| Michelle Hernandez | X       | <input type="checkbox"/> | X   | <input type="checkbox"/> | <input type="checkbox"/> |
| Steve Burchett     | X       | <input type="checkbox"/> | X   | <input type="checkbox"/> | <input type="checkbox"/> |
| Sue Tomlinson      | X       | <input type="checkbox"/> | X   | <input type="checkbox"/> | <input type="checkbox"/> |
| Julia Stone        | X       | <input type="checkbox"/> | X   | <input type="checkbox"/> | <input type="checkbox"/> |
| Carolyn Speenburgh | X       | <input type="checkbox"/> | X   | <input type="checkbox"/> | <input type="checkbox"/> |
| Tom Shaginaw       | X       | <input type="checkbox"/> | X   | <input type="checkbox"/> | <input type="checkbox"/> |
| Total              |         |                          | 7   | 0                        | 0                        |

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I, Trustee \_\_\_\_\_ Susan Tomlinson \_\_\_\_\_ offer the following resolution and move its adoption:

**To approve the Library's Medical Insurance Buy-out for eligible employees.**

NOW, THEREFORE BE IT RESOLVED, that the Library Board of Trustees hereby approve the Library's Medical Insurance Buy-out for eligible employees as currently established through 12/31/2021 at a rate of \$150 per month.

Seconded by Trustee Carolyn Speenburgh, offered for discussion and duly put to a vote, the results of which appear above. Trustees will read through information Director Darling sent to be ready to vote at the November 23 Special Meeting.

**Status of application to NYS Employees' Retirement System:**

Our application has been approved by the New York State Employees' Retirement System to become a registered employer in the System. Documents need to be notarized by an outside notary and submitted to NYSERS with a payment of \$35,411, which has already been budgeted for.

**Executive session:** At 7:38 p.m. on a motion by Michelle Hernandez, seconded by Julia Stone, trustees voted unanimously to enter executive session to discuss legal matters. At 7:54, Steve Burchett made a motion, which was seconded by Julia Stone and passed unanimously, to exit executive session, where no votes were taken.

**Adjournment:** At 7:55, on a motion by Tom Shaginaw, with second from Steve Zarelli, trustees voted unanimously to adjourn the meeting.

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