

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
December 15, 2021**

Call to order: The meeting was called to order at 7:04 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

Minutes of December 8, 2021 meeting: On a motion by Julia Stone, seconded by Carolyn Speenburgh, trustees unanimously approved the minutes of the December 8, 2021 meeting as corrected.

Old Business:

Reopening Plan: No change

Long Range Plan: On a motion by Steve Burchett with second from Tom Shaginaw, trustees unanimously approved the 2021-2025 Long Range Plan.

Personnel Policy Update: Trustees are asked to review and give feedback regarding the proposed Personnel Policy in preparation for a motion to approve at next week's meeting.

Insurance: Motion to accept the proposal from Utica National Insurance for the Commercial Insurance package for the Town of Ballston Community Library including the Property, General Liability, Legal Liability, Employment Practices, Cyber, Abuse & Molestation, Workers Compensation, and Umbrella coverage for 1/1/2022-12/31/2022, not to exceed \$11,500. Motion made by Steve Burchett, seconded by Julia Stone, and passed with all in favor.

New Business:

Structure of resolutions: Beginning in 2022, non-procedural motions will be issued a resolution number and approved by a roll call vote.

Motion to approve the rolling of 21 hours of paid vacation leave for Jennifer Richard from 2021 to 2022. Motion was made by Sue Tomlinson, seconded by Carolyn Speenburgh, and passed unanimously.

Motion to approve the rolling of 35 hours of paid vacation leave for Alyssa Harvey from 2021 to 2022. Motion was made by Julia Stone, seconded by Carolyn Speenburgh, and passed unanimously.

Executive session: At 7:41 p.m. on a motion by Julia Stone, seconded by Tom Shaginaw, trustees voted unanimously to enter executive session to discuss legal and personnel matters. At 8:25, Carolyn Speenburgh made a motion, which was seconded by Michelle Hernandez and passed unanimously, to exit executive session, where no votes were taken.

While in executive session, a discussion of the progress of the Library's transition took place which should have occurred in open session. A chart of the items discussed is attached below the minutes.

Monthly Update to the Town

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on December 15, 2021 there were:

	Present	Absent	Aye	Nay	Abstain
Steve Zarelli	X		X		
Michelle Hernandez	X		X		
Steve Burchett	X		X		
Sue Tomlinson	X		X		
Julia Stone	X		X		
Carolyn Speenburgh	X		X		
Tom Shaginaw	X		X		
Total			7	0	0

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

To issue a monthly update to the Town of Ballston during the transition period.

BE IT RESOLVED: that the Board of Trustees of the Town of Ballston Community Library does hereby approve sending a monthly update to the Town of Ballston regarding transition status and any other items of interest, for the sake of transparency and open communication, during the transition period.

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

Adjournment: At 8:29, on a motion by Carolyn Speenburgh, with second from Sue Tomlinson, trustees voted unanimously to adjourn the meeting.

Minutes respectfully submitted by: Susan Tomlinson, Secretary

Library transition status:

Reference	Service	Status	Comments
A	Payroll	In work.	Rebecca working with ADP.
B	Bill Paying	In place.	Last action is letter to suppliers informing them of process change. (Rebecca & Terry - Jan 2022)
C	Bank Accounts	In place.	Critical next step is transfer of 2022 Tax Funds in two parts - 3 Jan 2022 and then collected receipts in February 2022. (Steve B)
D	Annual Budgeting Process	In work. Part of Legislation change.	Ties to Trustee election. (Steve Z, Julia, Tom)
E	Trustee Appointment	In work. Part of Legislation change.	Ties to budget approval. (Steve Z, Julia, Tom)
F	Employee Medical Benefits/WC/Disability	Employee Med in place. Workers Comp & Disability are in work.	Rebecca working with Tim.
G	HR Administration	In work. Personnel handbook in final revision.	Will need to implement 2022 HR Plan.
H	Insurance Coverage (Building, D&O)	In work. Tim Newall chasing details.	Feedback? Actions for us?
I	Building Maintenance	In place.	
J	Building Ownership	Actions not yet underway.	Will be worked in 2022.
K	Land Ownership	Actions not yet underway.	Will be worked in 2022.
L	Sidewalk Clearance/Landscaping	In place.	
M	Parking Lot Snow Plowing/ Lawn Mowing	In place.	
N	Governance/ Compliance Guidance	In work. Transition work nearly competed.	Need 2022 Contract with UHY.
O	On-going Legal Support	In place.	
P	Policies	In work.	Carolyn reviewing.