

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
December 22, 2021**

Call to order: The meeting was called to order at 7:06 p.m. by President Steve Zarelli.

Present via Zoom: [x]Rebecca Darling, Director; [x]Jenn Richard, Adult Services Librarian, []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 15, 2021 meeting: On a motion by Michelle Hernandez, seconded by Julia Stone, trustees unanimously approved the minutes of the December 15, 2021 meeting.

Old Business:

Reopening Plan: No change

Motion to approve the Employee Handbook:

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on December 22, 2021, there were:

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

I, Trustee Tom Shaginaw, offer the following resolution and move its adoption:

Approve the Employee Handbook.

BE IT RESOLVED: that the Board of Trustees of the Town of Ballston Community Library does hereby approve the Employee Handbook as prepared by Public Sector HR Consultants LLC for the Town of Ballston Community Library, effective 1/1/2022.

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

Library/Town Transition Update: Payroll with ADP is in place, the legislation to change our charter is in reasonable draft form, and we received our Employee Identification Number.

New Business:

Motion to hire Laura Heinrich for the position of Library Clerk at a salary of \$13.34 per hour beginning January 2, 2022, contingent on satisfactory background check:

Motion was made by Carolyn Speenburgh, seconded by Steve Burchett, and passed without exception.

Motion to approve Shelter Point New York State Disability Policy including paid family leave benefits for 1/1/2020 through 12/31/2022:

Motion was made by Steve Burchett and seconded by Sue Tomlinson. It passed with all in favor.

Construction Update: Gallo Construction Corps. expects to begin construction on the Local History Room in early January 2022. Library staff has been hard at work moving the books and shelving to the Community Room to accommodate the builders. Shelving and furniture for the room have been ordered from Accent Furniture, who is coordinating rental of a pod for shelving storage during the project.

Executive session: At 7:30 p.m., on a motion by Julia Stone, seconded by Steve Burchett, trustees voted unanimously to enter executive session to discuss legal matters. At 7:42, Julia Stone made a motion, which was seconded by Tom Shaginaw and passed unanimously, to exit executive session, where no votes were taken.

Adjournment: At 7:45, on a motion by Sue Tomlinson, with second from Michelle Hernandez, trustees voted unanimously to adjourn the meeting.

Minutes respectfully submitted by: Susan Tomlinson, Secretary