

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
February 2, 2022**

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

Town of Ballston Representative – [ ]Michael Carota

Town of Charlton Representative – [ ]Chris Tasse

**Old Business:**

**Reopening Plan:** no changes.

**Local History and Lighting Construction Project Update:**

- Director Darling met with architects Lisa Hayes and Paul Mays; they have spoken with Gallo Constuction regarding the status of the contract and availability of materials. We should get a finalized schedule from Gallo soon. They may be able to start next week if the Town signs the contract on 2/8/22.

**New Business:**

President Zarelli reviewed Resolution 22-018, listed below in its entirety, with Trustees.

**At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on February 2, 2022, there were:**

|                    | Present | Absent | Aye | Nay | Abstain |
|--------------------|---------|--------|-----|-----|---------|
| Steve Zarelli      | X       |        | X   |     |         |
| Michelle Hernandez | X       |        | X   |     |         |
| Steve Burchett     |         | X      |     |     |         |
| Sue Tomlinson      | X       |        | X   |     |         |
| Tom Shaginaw       | X       |        | X   |     |         |
| Carolyn Speenburgh | X       |        | X   |     |         |
| Julia Stone        | X       |        | X   |     |         |
| Total              | 6       | 1      | 6   |     | 0       |

I, Trustee Tom Shaginaw, offer the following resolution and move its adoption:  
Resolution 22-018

BE IT RESOLVED: that the Board of Trustees of the Town of Ballston Community Library does hereby approve Resolution 22-018 **WHEREAS**, on this 2nd day of February, 2022, the Board of Trustees of the Ballston Community Library hereby confirms that the publicly available minutes and records of the Ballston Community Library Board of Trustees include the following due diligence and compliance as required by relevant law and policy:

**Project Timeline 2019 State Construction Grant:**

August 27, 2019: Letter of Support from Supervisor Szczepaniak  
September 25, 2019: Library Board of Trustees voted to apply for a grant from New York State Library Division of Library Development State Aid for Library Construction  
September 29, 2019: Grant submitted to the Southern Adirondack Library System  
October 16, 2020: Library notified that we have been awarded \$107,606 for the Local History Room & LED Upgrades  
October 11, 2021: Invitation to Bid per Town of Ballston bidding procedures published in the Schenectady Gazette by Ballston Community Library  
October 26, 2021: Pre-Bid Meeting at the Library  
November 8, 2021: Bid Opening at the Library  
November 15, 2021: Bid recommendation from Butler, Rowland, Mays  
November 17, 2021: Motion by BOT to accept low bidder Gallo Construction; certificate of insurance listing both Library and Town included in proposed contract

**Project Timeline 2021 State Construction Grant:**

August 25, 2021: Motion by BOT to apply for a grant from New York State Library Division of Library Development State Aid for Library Construction to upgrade the Children's Room to LED lighting. Expected grant amount \$39,000  
August 26, 2021: Letter of Support from Supervisor Connolly  
August 27, 2021: Grant submitted to the Southern Adirondack Library System  
January, 2022: Grant pending, we will not be officially notified until Fall 2022.

**BE IT RESOLVED** that the Library Board requests the Town Board to affirm the Library Board of Trustees' selection of low bidder Gallo Construction per the attached contract; and

**BE IT FURTHER RESOLVED** that the Library Board requests the Town Board as owner of the building occupied by the Library to enter into the attached contract with the Library and Contractor to enable Gallo Construction to start work as of February 9, 2022; and

**BE IT FURTHER RESOLVED** that the Library Board requests the Town Board to affirm the use, as budgeted, of \$74,000.00 of library funds as the required matching funds; and

**BE IT FURTHER RESOLVED** that the Library Board requests the Town Board to enable through the above-listed actions to enable the Town Supervisor, Comptroller, and Attorney to take all administrative steps consistent with these affirmations and directions.

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

**Executive session:** At 7:11 p.m., on a motion by Carolyn Speenburgh, seconded by Julia Stone, trustees voted unanimously to enter executive session to discuss legal matters. At 7:44, Sue Tomlinson made a motion, which was seconded by Julia Stone and passed without exception, to exit executive session, where no votes were taken.

**Motion 22-019:** Motion 22-019 to approve the monthly transition status report and send it to the Town was made by Sue Tomlinson with second by Steve Zarelli. It passed unanimously and the report is appended below.

**Adjournment:** At 7:46, on a motion by Julia Stone with second from Michelle Hernandez, trustees voted with all in favor to adjourn the meeting.

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