

Town of Ballston Community Library
Board of Trustees Meeting Minutes
February 9, 2022

Call to order: The meeting was called to order at 7:01 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, []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. Director Darling stated that there will be a SALS directors council is meeting on Friday, and after hearing that discussion, we will reassess.

Local History and Lighting Construction Project Update:

Town attorney Deb Kaelin and Supervisor Connelly are reviewing our documentation. President Zarelli stated that we have followed the State’s procurement process, including a sealed bid process, and it is the Board’s hope that we can get these wrinkles ironed out quickly and the Town will approve the contract. We’re eager to move forward with this project which will improve services for residents of the Town.

New Business:

President Zarelli reviewed Resolution 22-020, listed below in its entirety, with Trustees.

Resolution 22-020 BE IT RESOLVED that to provide mutual awareness of fiscal operations until the Legislation Update takes effect, the Library Board of Trustees (BOT) will generate and provide courtesy copies to the Town Board of financial reports as follows:

- A. Bank reconciliations signed as approved by a BOT officer (typically the BOT Treasurer), for all bank accounts under the control of the BOT, by the 15th of each following month;
- B. NYSLRS (New York State and Local Retirement System) report (from NYSLRS web portal) of transmission/submission of Library employee retirement data from monthly payroll, by the 15th of each following month;
- C. Monthly financial Statements in a routine format developed by the Library's accounting firm, by the 15th of each following month;
- D. Federal 941 and NYS 45 quarterly payroll tax reports for the 1st and 2nd quarters of the current year, within 10 business days of completion;

E. Proof of Insurance on Building with Town listed as an additional insured and Town to be notified if insurance lapses, on a no less than annual basis, and upon any material change in coverage terms or carrier;

F. Annually audited Financial Statements and Report no later than 15 days after receipt by the BOT;

G. Plan of Service no later than 15 days after submission to New York State Education Department;

H. Annual Report to New York State Library Development no later than 15 days after submission to New York State Education Department;

I. The final report and direction from the New York State Comptroller regarding audit of the Library, no later than 15 days after receipt by the Library;

J. The Library shall provide a monthly summary to the Town Board advising of status of change to enabling legislation, charter, and bylaws.

A vote was taken, but because of a procedural error, the resolution will need to be voted on again at the next meeting.

Executive Session: At 7:18 p.m., on a motion by Steve Burchett, seconded by Carolyn Speenburgh, trustees voted unanimously to enter executive session to discuss legal matters. At 8:08 p.m., Tom Shaginaw made a motion, which was seconded by Steve Zarelli and passed with all in favor, to exit executive session, where no votes were taken.

New Business: Ms. Darling stated that work has begun on the installation of the first floor LED lighting, funded in part by the remainder of the SALS Construction Challenge grant to replace the automatic door opener to the Children's Room. The work should be completed soon.

Adjournment: At 8:11 p.m., on a motion by Sue Tomlinson with second from Steve Zarelli, trustees voted with all in favor to adjourn the meeting.

Minutes respectfully submitted by: Susan Tomlinson, Secretary