

**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

This report is an update on the elements of the transition of the Library to operate as a Special District Library (as currently defined by New York State Education Department (NYSED)). This is a mutual project of the Town Board and the Library Trustees, undertaken to update practices and emphasize the Library's accountability and autonomy. This transition will require changes from existing operations relative to Town support for payroll, procurement, custody of Library funds, etc. as noted below. At the end of the transition, Library operations will not rely on Town resources, unless, and except as, *ad hoc* efficiencies in collaborating are identified by the Library and the Town and a mutually agreed upon, separate contract is put in place.

This month's updates are highlighted yellow in this document.

The operational transition date is: January 1, 2022 ("Transition Date").

Multiple shared services, along with their previous/current approach (2020 used as a baseline) and the 2022 approach, are identified in Table 1 below.

Reference	Service	2020 State	2022 State
A	Payroll	Administered by Town	Administered by Library
B	Bill Paying	Administered by Town	Administered by Library
C	Funds/Bank Accounts	Held by Town	Held by Library
D	Annual Budgeting Process	Town Process/Approved by Town	Special District Guidelines/ Public Vote as required
E	Trustee Appointment	Appointed by Town	Special District Guidelines/Public Vote Administered by Library
F	Employee Medical Benefits/WC/Retirement/ Disability	Administered by Town	Administered by Library
G	HR Administration	Administered by Town	Administered by Library
H	Insurance Coverage (Building, D&O)	Administered by Town	Administered by Library
I	Building Maintenance	Administered by Library	Administered by Library
J	Building Ownership	Owned by Town	Transfer to be pursued.
K	Land Ownership	Owned by Town	Transfer to be pursued.
L	Sidewalk Clearance/ Landscaping	Administered by Library	Administered by Library
M	Parking Lot Snow Plowing/ Lawn Mowing	Performed by Town - transitioned to Library in winter 2020/2021	Administered by Library
N	Governance/ Compliance Guidance	Administered by Town	Administered by Library
O	On-going Legal Support	Administered by Town	Administered by Library
P	Policies	Town and Library blend	Administered by Library

Table 1. Capture of Services

A. Payroll was administered through the Town in 2020; beginning on the 1 January 2022, the Library will manage payroll in accordance with local Civil Service rules and guidelines. This transition has been completed; the payroll process is in place.

B. In 2021, Library Procurements were handled through either the Town or the Library payment processes. Under either process, all Library bills (services and goods) were in the name of, and paid by, the Library. Expenses specifically designated to use funds that resided in Library held accounts used the Library process. All procurements through the Library process follow the Library's procurement policy. All procurements through the Town process follow the Town's procurement policy. Both processes adhere to state finance law. Since 1 January 2022, the Library process is being used to administer all new Library procurements, unless *ad hoc* efficiencies are identified and jointly agreed to by the Library and the Town.

C. Library Funds, and the Accounts where those funds reside, are described in Director's report in the posted minutes of the Library Board of Trustees meeting. <https://burnthills.sals.edu/>.

The most recent Library-generated financial report was reviewed in the Public Meeting of the Library Board of Trustees on 26 January 2022.

To facilitate continued Library operations, the Town turned over \$100,000 (less Library expenses or obligations outstanding in the Town process) to Library's Treasurer, in advance of receipt of tax levy funds.

The Bookkeepers for the Town and Library worked closely to establish the amount of the pre-paid accrual for 2022 and 2023 as \$25,344.67. This transfer occurred on 7 January 2022.

D. The tax levy is currently authorized to be included on the budget submitted by the Town Board, and paid only by those in the district served. The Library Tax will continue to be collected by the Town on residents' tax bills. This will maintain operational efficiency and a consistent tax payer experience. The legislation that is currently being drafted (see section E below) addresses the process by which a budget is approved by the Special District Library.

E. Historically, Library Trustees are appointed by the Town Board. NYSED specifies an election-based approach for Special District Libraries. Constituents in the Library's Special District (serving the Town of Ballston, excluding the Village of Ballston Spa) will be eligible to vote. The vote will be conducted in accordance with legislation that is being drafted in December 2021 and January 2022 by a group that includes Deb Kaelin (Town Attorney), Kelly Stewart (Former Town Board member), Cole Adams (Library Attorney), and representatives from the Library (Staff and Trustees). An initial status meeting with Assemblywoman Mary Beth Walsh was conducted on 13 January 2022. A subsequent meeting to finalize the legislation is being scheduled for February 2022.

F. Employee Medical Benefits/WC/Retirement/Disability was administered through the Town in 2020; beginning on the 1 January 2022, the Library manages this in accordance with local Civil Service rules and guidelines.

G. HR Administration leveraged Town policies in 2020. In Q4 2021, the Library contracted Public Sector HR to create an employee handbook for Library employees. The handbook was adopted by the Library Board of Trustees in December of 2021. Beginning on the 1 January 2022, the Library manages HR Administration in accordance with local Civil Service rules and guidelines and that handbook.

H. The Library premises and contents have been previously insured through the Town, and paid by Library funds. Presently, the Library has secured its own insurance for the Library's premises and contents that went into effect on the 1/1/2022. The process for insuring the building may change as (and, if) building ownership evolves. A copy of the applicable insurance policies has been provided to the Town by the Library.

I. Building Maintenance is coordinated and paid for by the Library. Capital improvements are coordinated and paid for by the Library, with notice to and upon leave of the Town as property owner. This will not change through the Transition.

J & K. The Library premises are owned by the Town, but restricted by deed to the use of the Library. The Library and Town coordinate on property-related issues. Transfer of ownership is sought within 2022.

L & M. Snow removal and landscaping are administered and paid by the Library. Historically, the Town and Library have jointly procured sidewalk salt, which had been stored at the Town. The Library's current supply of salt is being stored at Hometown Turf.

N. The Library has retained an accountant for the fiscal reports it must file with the State and share with the public and other services. Coordination and collaboration between Town and Library financial entities will be especially critical in reporting during the period of transition. The Library finances are reviewed by NYSED annually and that will continue. The Library is already subject to audit by the NYS Comptroller, and will continue to be so.

O. On-going Legal Support of the Library was previously provided by Town, but is currently coordinated and paid by the Library.

P. Previously, the Library employed Policies of both Town and Library, with the Library leveraging Town policies for many administrative and non-Library specific operations. An assessment of the comprehensive policy set that governs the Library is underway as part of this transition. The structure employed is based on the guidance from the New York State Library organization within NYSED. That guidance describes Externally Focused (Service to the Public) and Internally Focused (Library Operations) Policy Areas as noted in **Table 2** below.

Externally Focused Policy Areas	Internally Focused Policy Areas
Circulation	Board (Trustees)
Collection	Administrative
Public Space	Financial Controls
Technology	Personnel
	Safety

Table 2. Summary of Library Policy Topic Areas

Summary:

The goal of this document is to describe the aims and activities of the transition of the Library to a Special District Library (using the Contemporary Definition). It specifically targets the roles of the Town and the Library relative to operations and governance.

The Town and Library serve shared constituents. It is imperative that this transition results in minimal disruption for patrons and employees, while maintaining a productive partnership between the Town and the Library.