



2 Lawmar Lane Burnt Hills, New York 12027

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**Town of Ballston Community Library  
Board of Trustees Meeting Agenda  
March 9, 2022**

- 1) Call to order**
- 2) Minutes of March 3, 2022 Meeting**
- 3) Old Business**
  - a) Library Safety Plan Update
  - b) Local History & Lighting Construction Project
  - c) Ballston Legislative Update
- 4) New Business**
- 5) Privilege of the Floor**

*Privilege of the floor on any topic (limit 3 minutes)*
- 6) Executive Session: Personnel Matter**
- 7) Executive Session: Discuss Legal Matters**
- 8) Adjournment**

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
March 3, 2022**

**Call to order:** The meeting was called to order at 6:09 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, [ ]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

**Minutes of 2/23/22 monthly meeting:** On a motion by Tom Shaginaw, with second by Julia Stone, trustees voted unanimously to approve the minutes of the 2/23/22 monthly meeting as corrected.

**Old Business:**

**Local History and Lighting Construction Project Update:** We need to push back the construction start date again while we learn of and resolve any concerns that Town has regarding the contract.

**Legislative Update:** The meeting with elected officials, town representatives, attorneys, and Library trustees, scheduled for last week, was postponed because of the Town’s concerns. The Library has sent available meeting possibilities to the Town to discuss those concerns, and we have not heard back. Town Board Member Carota and Town Attorney Kaelin are assembling a list of items they wish to address.

**New Business:**

President Zarelli reviewed and recapped the history, reasoning and rationale for the Library’s transition to a present-day configuration of a Special District library. In order to proceed with the transition, Resolution 22-024 outlines outstanding items that we need the Town’s participation and cooperation with.

Trustee Shaginaw read Resolution 22-024, listed below in its entirety, to Trustees.

**At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on March 3, 2022, there were:**

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

I, Trustee Julia Stone, offer the following resolution and move its adoption:

**22-024 Affirm continued cooperation between the Town of Ballston Community Library and the Town of Ballston Town Board in updating the Library's charter to conform to the NYS Education Department contemporary definition of a Special District Library.**

WHEREAS, the Town of Ballston Community Library (Library) was chartered in 1957, and

WHEREAS, the Library Charter, including subsequent amendments, contains ambiguities that create unclear lines of responsibility and accountability between the Library Board of Trustees and the Town of Ballston Town Board (Town Board), and

WHEREAS, the Library Trustees, seeking to ensure compliance with NYS Education Department (NYSED) Library Law, in a correspondence to the Town Board on November 19, 2020, had requested the Town Board to collaborate on an effort to clarify the ambiguities, and

WHEREAS, in response to that November 2020 request, the Town Supervisor selected an alternate option to update the Library Charter to conform with the contemporary structure of a Special District Library, and

WHEREAS, the Transition to the structure of a Special District Library increases the accountability of the Library to the public in the district, by providing for direct public election of Library Trustees and introducing a public referendum to establish the Library's annual budget, and

WHEREAS, this structure would better align the governance of the library with the funding tax base, and,

WHEREAS, the Town Board has declared public support for the jointly executed approach, including in the February 9, 2021 Town Board Meeting, the minutes of which stated:

Supervisor Connolly stated that the Library is a hybrid special district. Legal is involved to see if it is possible for the Library to be entirely its own entity, which includes the Board of Trustees being elected positions. The Library and the Town are in favor of this.

and

WHEREAS, the Town has supported the Transition by partnering with the Library in a collaborative effort to migrate a host of shared services including, pay, benefits, banking, human resources and accounting services to independent library administration which became effective January 1, 2022, and

WHEREAS, that effort to execute the Transition has been discussed in numerous public meetings, including Library Trustee Meetings and Town Board Meetings, and

WHEREAS, representatives of the Town Board and Library have worked to effect this Transition, including the identification, by the Town's Attorney, of the need for the introduction of legislation to update the Library Charter to achieve the Transition, and

WHEREAS, that Transition to the structure of a Special District Library does not create any new district, entity, or come at any additional cost to taxpayers, and

WHEREAS, the collaborative effort to draft the legislation needed to update the Library Charter began in November of 2021, with a target for completion of mid-December 2021, and

WHEREAS, the required legislative draft has not been completed as of March 3, 2022, with efforts being substantively stalled for over a month, and

WHEREAS, representatives of the Town Board declared, in January of 2022, that the Town Board has reservations about continuing with this Transition, and

WHEREAS, those reservations remain unspecified despite multiple requests by the Library to understand the particulars of the Town Board's concerns, and

WHEREAS, the legislative cycle of the NYS Assembly effectively requires that the legislation be introduced to the Assembly before April 1, 2022 to be considered in the current session, and

WHEREAS, immediate, prioritized, collaborative activity is required to execute the remaining intermediary steps required to achieve that objective;

NOW, THEREFORE BE IT RESOLVED, that the Library Board of Trustees hereby requests the Ballston Town Board immediately either reaffirm its support of the Transition or commit to collaborate to develop rules to address the ambiguities found in the existing Library Charter to ensure future compliance and accountability for both parties;

FURTHER, if support for the Transition is reaffirmed by the Town Board, the Library Board of Trustees requests that the Town Board:

- provide the specifics of any reservations about the Transition, including any specific comments on the most recent update of the monthly Transition plan (provided by the Library on February 24, 2022), no later than March 11, 2022, and
- prioritize the availability of the personnel to complete the legislative and Transition efforts, and
- take all steps necessary for the draft legislation to be completed and other time sensitive supporting Transition elements to be reviewed and acted on no later than the March 22, 2022 Town Board Agenda meeting.

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

**Executive Session:** At 6:38 p.m., on a motion by Steve Burchett, with second from Steve Zarelli, trustees voted unanimously to enter executive session to discuss legal matters. At 6:54 p.m. Steve Burchett made a motion, which was seconded by Steve Zarelli and passed with all in favor, to exit executive session, where no votes were taken.

**Adjournment:** At 6:55 p.m., on a motion by Julia Stone with second from Sue Tomlinson, trustees voted unanimously to adjourn the meeting.

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