

**Town of Ballston Community Library**  
**Board of Trustees Meeting Minutes**  
**March 30, 2022**

**Call to order:** The meeting was called to order at 7:02 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 – [x]Michael Carota

Town of Charlton Representative – [ ]Chris Tasse

**Minutes of March 9 Meeting:** On a motion by Tom Shaginaw with second from Carolyn Speenburg, trustees voted unanimously to approve the minutes of the March 9 special meeting.

**Minutes of March 23 Meeting:** On a motion by Julia Stone with second from Tom Shaginaw, trustees voted with all in favor to approve the minutes of the March 23 special meeting.

**Report of Special Funds:** Special funds for March were reviewed.

**Monthly Financial Report:** Financial statements for March were reviewed.

**Approval of Bills:** The March bills, reviewed and signed by Sue Tomlinson, were unanimously approved on a motion by Julia Stone with second by Steve Burchett.

**Librarians' Reports:** appended at end of minutes.

**Reports of Committees:**

Budget and Finance Committee:

- The Budget and Finance committee met in March. They prepared a comparison of expenses and budget/revenue and budget for 2021 and 2022, and discussed the 2022 outlook. They drafted a Fund Balance policy which will be voted on under New Business.
- Treasurer Steve Burchett reviewed the process and timeline for annual budget development. The goal is to submit the 2023 library budget to the Town by September 1.
- Committee member Carolyn Speenburgh reviewed some aspects of budget planning, and asked Trustees to think about possible adjustments to the budget to bring library services in line with our 2021-2025 Long Range Plan.

Policy Committee:

- In March, Ms. Darling asked Trustees to consider the current COVID-19 status and the possibility of moving to Phase 5 of the Library Reopening Plan. Trustees agree that conditions such as the county positivity rate support the library entering Phase 5. The primary difference in this phase is the option of holding programs in the library, where appropriate, as well as virtually and outdoors. A vote to update the Reopening Plan and move to Phase 5 will be addressed under New Business.
- Policy P5500, Fund Balance and Reserve Fund Policy will be considered under New Business.

Nominating Committee:

- Tom Shaginaw volunteered to head up the 2022 Nominating Committee.

## **Unfinished Business:**

Reopening Plan Update: See Policy Committee report.

Local History and Lighting Construction Project: We have received no updates from the Town regarding approving the contract with Gallo Construction. Town Board Member Carota will follow up on topics discussed in the meeting with attorney Cole Adams. Gallo Construction is understandably nervous regarding the status of the project.

Ballston Legislation and Transition: We have run out of time to submit draft legislation to Assemblywoman Mary Beth Walsh and Senator Jim Tedisco for consideration during this legislative session. Trustee appointments and budget preparation will happen in 2022 as they have previously.

## **New Business:**

Patron Sleeping Policy: Concerns have been expressed about occasions when a patron has fallen asleep in the library during open hours. Director Darling reviewed other area libraries' policies and consulted with our attorney regarding adopting a "No Sleeping" policy. The matter is complicated, and Attorney Cole Adams recommends that we consider creating a policy centered around patrons' health and safety. The committee will meet in April to draft this policy.

Kick-off Process to Appoint New Trustees: Two Trustee positions will be open for a 5-year term beginning July 1. Trustee Shaginaw discussed a possible timeline for solicitation of applicants, and shared a Trustee Applicant information packet which would be distributed to them to more fully inform applicants what their duties would entail. Trustees reviewed the packet contents and made some suggestions for edits, which will be implemented.

Resolution 22-028: Consider approving the Joint Automation agreement between the Town of Ballston Community Library and the MVLS/SALS Joint Automation Project: Motion was made by Steve Burchett, seconded by Carolyn Speenburgh, and passed unanimously.

Resolution 22-029: Consider appointing Tom Shaginaw as Nominating Committee to identify officer slate for organizational meeting on June 29, 2022: Motion was made by Steve Burchett, seconded by Steve Zarelli, and passed with five "Aye" votes, no "Nays" and one abstention.

Resolution 22-030: Consider approving Policy P5500: Fund Balance and Reserve Fund Policy as part of the Town of Ballston Community Library's financial policies: Motion was made by Julia Stone, seconded by Tom Shaginaw, and passed with all in favor.

Resolution 22-031: Consider updating the Library's Reopening Plan and moving to Stage 5 effective April 1, 2022: Motion was made by Sue Tomlinson, seconded by Steve Burchett, and passed unanimously.

Resolution 22-032: Consider approving monthly Transition Status report to send to the Town of Ballston: Trustee Shaginaw read aloud the items which have changed since the February report. Motion was made by Julia Stone, seconded by Carolyn Speenburgh, and passed with all in favor.

Resolution 22-033: Consider providing the Letter from the Board of Trustees to potential Library Trustee Applicants for the Summer 2022 Trustee Appointments as amended: Motion was made by Steve Burchett, seconded by Julia Stone, and passed unanimously.

**Executive Session to Discuss Director Evaluation (Personnel Matters):** At 8:47 p.m., on a motion by Tom Shaginaw with second from Sue Tomlinson, trustees voted unanimously to enter executive session to discuss the Director's evaluation. At 9:07 p.m. on a motion by Tom Shaginaw with second from Julia Stone, trustees voted unanimously to exit executive session, where no votes were taken.

**Executive Session: Discuss regarding proposed, pending or current litigation:** At 9:08 p.m., on a motion by Julia Stone with second from Carolyn Speenburgh, trustees voted unanimously to enter executive session to discuss legal matters. At 9:57, on a motion by Steve Burchett with second from Carolyn Speenburgh, trustees voted unanimously to exit executive session, where no votes were taken.

**Adjournment:** At 9:57 p.m., on a motion by Julia Stone with second from Steve Burchett, trustees voted unanimously to adjourn the meeting.

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