

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
Hybrid Meeting – Zoom and In-Person
April 27, 2022**

Call to order: The meeting was called to order at 7:02 p.m. by President Steve Zarelli.

Present: [x]Rebecca Darling, Director; [x]Jenn Richard, Adult Services Librarian, [x]Alyssa Harvey, Youth Services Librarian.

Trustees: [x]Steve Burchett, [x]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

Privilege of the Floor: Wes DeVoe, Joanne DeVoe

Minutes of April 6, 2022 Meeting: On a motion by Tom Shaginaw with second from Julia Stone, trustees voted unanimously to approve the minutes of the April 6, 2022 special meeting.

Minutes of March 30, 2022 meeting: On a motion by Julia Stone with second from Tom Shaginaw, trustees voted unanimously to approve the minutes of the March 30, 2022 monthly meeting.

Report of Special Funds: Special funds for April were reviewed.

Monthly Financial Report: Financial statements for April were reviewed.

Approval of Bills: The April bills, reviewed and signed by Carolyn Speenburgh, were unanimously approved on a motion by Steve Burchett with second from Sue Tomlinson.

Librarians' Reports: appended at end of minutes.

Reports of Committees:

Policy Committee: Policy P2710, Health and Safety, was briefly summarized by President Steve Zarelli.

Nominating Committee: Trustee feedback regarding next year's officer position is being gathered by Trustee Tom Shaginaw. He will continue to do so, and will prepare a slate of officers for consideration in June.

Unfinished Business:

Reopening Plan Update: The Library moved into Phase 5 of the reopening plan as of April 1, 2022. A mixture of inside, outdoor, and virtual programming will be held. Some libraries with high transmission COVID rates have gone back to requiring masks and canceling indoor events. Director Darling stated that the library will continue to monitor the positivity rate in Saratoga County and consider possible changes.

Local History Room and Lighting Construction Project: Because of upcoming space needs for Summer Reading, the project has been postponed until the fall. Architects Butler, Rowland, Mayes and contractor Gallo Construction have agreed to this schedule change. There will be increases in the project's costs due to storage of materials and higher labor rates. The movers will come back on May 11 to return shelves that were moved out to accommodate the construction; library staff will replace the books.

Ballston Legislation and Transition: Trustee Shaginaw provided a Library perspective in response to comments about the Library made by the Town Supervisor in the April 26, 2022 Town Board meeting.

The Library Trustees:

- Are happy to inform the public of the facts of the matter
- Agree that it is preferable to focus on the resolution of the transition going forward
- Look forward to the special town meeting with the Library that the Supervisor introduced last night

Additionally, the Library Trustees:

- Are appreciative of the support of the community
- Are pleased with the community reaction to the letter, the communication channel that opened in response to that reaction, and the resulting immediate progress in plans on the effort
- Note that both Town and Library view themselves as directly accountable to the public for the Library District funds
- Continue to welcome the Supervisor to share tangible content about the Library "problems" he has observed. This feedback is viewed as an opportunity to learn and improve, but actual content has been sparse

The Library will continue to update the public with the progress and resolution of issues on this effort and encourage the Town to do the same.

The Library Board of Trustees is hopeful that the Town and Library can establish mutually acceptable clarity in the interaction between the organizations.

New Business:

Library Tax Levy and Fund Balance: Town Supervisor Connolly stated in last night's Town Board meeting that the Town will release the library's tax levy to the library on Monday, May 2, 2022. The Town and the Library will discuss release of the Library's Fund Balance. It will be released at a mutually agreeable time.

Privilege of the floor in items for consideration and action this evening: None.

RESOLUTION 22-035: To approve the proposed Health & Safety Policy P2710

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on April 27, 2022, there were:

	Present	Absent	Aye	Nay	Abstain
Steve Zarelli	x		x		
Michelle Hernandez	x		x		
Steve Burchett	x		x		
Sue Tomlinson	x		x		
Tom Shaginaw	x		x		
Carolyn Speenburgh	x		x		
Julia Stone	x		x		
Total	7	0	7	0	0

I, Trustee Carolyn Speenburgh, offer the following resolution and move its adoption:

To Approve Health & Safety Policy P2710.

BE IT RESOLVED: that the Board of Trustees of the Town of Ballston Community Library does approve Policy P2710.

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

RESOLUTION 22-036: To approve monthly Transition status report to the Town of Ballston

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on April 27, 2022, there were:

	Present	Absent	Aye	Nay	Abstain
Steve Zarelli	x		x		
Michelle Hernandez	x		x		
Steve Burchett	x		x		
Sue Tomlinson	x		x		
Tom Shaginaw	x		x		
Carolyn Speenburgh	x		x		
Julia Stone	x		x		
Total	7	0	7	0	0

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

To Approve monthly Transition status report to the Town of Ballston.

BE IT RESOLVED: that the Board of Trustees of the Town of Ballston Community Library does approve monthly Transition status report to the Town of Ballston.

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

RESOLUTION 22-037 WHEREAS, throughout the years of 2020 and 2021, the Library and the Town of Ballston were actively planning for the Library to assume full custody of all Library funds held by the Town (the "Library Funds"); and

WHEREAS, by November of 2021, the Library was expecting to receive said custody of the Library Funds, and maintained the proper policies and accounts for the same; and

WHEREAS the Library and Town have not established the timing and manner of the transfer of Library Funds; and

WHEREAS the Library Funds are critical to the operation of the Library;

BE IT RESOLVED that the board hereby ratifies the request for full transfer of all Library Funds, including funds levied for the current tax year and the fund surplus representing all accumulated monies from prior fiscal years, from the Town to the Library; and

BE IT FURTHER RESOLVED that the Library properly regards these funds as responsibility of this board and the property of the Town of Ballston Community Library.

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on April 27, 2022, there were:

	Present	Absent	Aye	Nay	Abstain
Steve Zarelli	x		x		
Michelle Hernandez	x		x		
Steve Burchett	x		x		
Sue Tomlinson	x		x		
Tom Shaginaw	x		x		
Carolyn Speenburgh	x		x		
Julia Stone	x		x		
Total	7	0	7	0	0

I, Trustee Steve Burchett, offer the following resolution and move its adoption:

To Approve Resolution 22-037.

WHEREAS, throughout the years of 2020 and 2021, the Library and the Town of Ballston were actively planning for the Library to assume full custody of all Library funds held by the Town (the "Library Funds"); and

WHEREAS, by November of 2021, the Library was expecting to receive said custody of the Library Funds, and maintained the proper policies and accounts for the same; and

WHEREAS the Library and Town have not established the timing and manner of the transfer of Library Funds; and

WHEREAS the Library Funds are critical to the operation of the Library;

BE IT RESOLVED that the board hereby ratifies the request for full transfer of all Library Funds, including funds levied for the current tax year and the fund surplus representing all accumulated monies from prior fiscal years, from the Town to the Library; and

BE IT FURTHER RESOLVED that the Library properly regards these funds as responsibility of this board and the property of the Town of Ballston Community Library.

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

Privilege of the floor on any topic (Limit 3 mins.)

Wes DeVoe, Westside Drive, Ballston Lake spoke of his concerns regarding the letter to the public the Library released via email and Facebook, about the difficulties the Library is having making progress with financial and procedural issues with the Town of Ballston. Mr. DeVoe expressed dismay at the tone of the letter, and asked whether the claims the Library made in it were true. He was thanked for his interest and concern. President Zarelli clarified one of the concerns listed in the letter, about the claim that the Town did not increase her pay to Director's salary when she was named the Library's new director. The pay discrepancy did not last indefinitely, but for a five-month period of time, after which the Town recognized her as library director and paid her as such.

Joanne DeVoe, also of Westside Drive, Ballston Lake, spoke and expressed her regret that the situation had come to the point where the Trustees felt they had no other option than to publicly announce the situation with the Town. She stated that she believed that the statements the Library made in the letter were true and wondered about how the Trustees decided to make a public statement.

Adjournment: at 7:51 p.m., on a motion by Carolyn Speenburgh with second from Julia Stone, trustees voted with all in favor to adjourn the meeting.