

**Town of Ballston Community Library**  
**Board of Trustees Meeting Minutes**  
**May 25, 2022**

**Call to order:** The meeting was called to order at 7:07 p.m. by President Steve Zarelli.

**Present:** [x]Rebecca Darling, Director; [x]Jenn Richard, Adult Services Librarian, [ ]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: [ ]Michael Carota

Town of Charlton Representative: [ ]Chris Tasse

Guests: Philip Du, Jennifer Redinger, Katherine Schofield

**Minutes of April 27, 2022 Meeting:** On a motion by Julia Stone with second from Steve Burchett, trustees voted unanimously to approve the minutes of the April 27, 2022 special meeting.

**Minutes of May 4, 2022 meeting:** On a motion by Tom Shaginaw with second from Steve Burchett, trustees voted unanimously to approve the minutes of the May 4, 2022 monthly meeting as amended.

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

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

**Approval of Bills:** The May bills, reviewed and signed by Julia Stone, were unanimously approved on a motion by Tom Shaginaw with second from Steve Burchett.

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

**Reports of Committees:**

**Policy Committee:** The policy committee, Director Darling and attorney Cole Adams reviewed the library's Collection Development policy, Policy P3000, and made minor changes. Trustees will vote this evening to approve P3000.

**Nominating Committee:** Trustee Shaginaw, having communicated with all current Library Trustees, has prepared a slate of officers for Trustees to vote on during the June monthly meeting. The proposed 2022-2023 officers are:

President: Julia Stone

Vice President: Carolyn Speenburgh

Treasurer: Steve Burchett

Secretary: Sue Tomlinson

Committee appointments will be announced in June when the new Trustees have been appointed.

**Unfinished Business:**

**Reopening Plan Update:** no change

**Local History Room and Lighting Construction Project:** On May 2, President Zarelli and Trustee Shaginaw met with Supervisor Connelly and Councilman Carota to discuss issues between the Library and the Town. The conversation was productive and important issues were resolved. The tax levy was released to the library. Construction project items remain under discussion. Library attorney Stephanie (Cole) Adams' opinion is that the Town's request for an Owner's Representative is not unreasonable. Trustees will vote on this tonight.

**Ballston Legislation and Transition:** The May 2 meeting between representatives of the Library Board and the Town resulted in de-prioritizing this issue until the Fall, when newly-appointed Library Trustees will have had a chance to familiarize themselves with the Library’s position. President Zarelli gave the Trustee applicants a bit of background regarding the charter update project’s history over the past several years.

**Library Tax Levy and Fund Balance:** The tax levy has been released by the Town to the Library. The Library and the Town will seek joint guidance from the Office of the State Controller regarding custody of the Library’s Fund Balance.

**New Business:**

**Trustee Applicants:** Four applications have been submitted for Trustee positions. Three of the applicants attended tonight’s meeting: Philip Du, Jennifer Redinger and Katherine Schofield. Each gave a bit of background on themselves and shared reasons why they would like to serve on the Library Board. We will try to set up a brief meeting with the fourth applicant, Ryan Krampert, soon.

**Executive Session to discuss Personnel Matters:** At 8:17 p.m., Trustees entered executive session to discuss personnel matters. At 9:19 p.m., on a motion by Tom Shaginaw with second from Julia Stone, Trustees voted to exit executive session, where no votes were taken.

**RESOLUTION 22-040: Consider approving Collection Development Policy P3000**

**At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on May 25, 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		
<b>Total</b>	<b>7</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>

I, Trustee Sue Tomlinson, offer the following resolution and move its adoption:  
**BE IT RESOLVED:** that the Board of Trustees of the Town of Ballston Community Library does approve Policy P3000.

Seconded by Trustee Carolyn Speenburgh, offered for discussion and duly put to a vote, the results of which appear above. The motion passed with all in favor.

**RESOLUTION 22-041 Consider accepting the resignation of Michelle Hernandez, Library Trustee**

**At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on May 25, 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		
<b>Total</b>	<b>7</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>

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

BE IT RESOLVED: that the Board of Trustees of the Town of Ballston Community Library does accept the resignation of Michelle Hernandez, Library Trustee.

Seconded by Trustee Carolyn Speenburgh, offered for discussion and duly put to a vote, the results of which appear above. The motion passed with all in favor.

**RESOLUTION 22-042: To recommend Katherine Schofield and Jennifer Redinger to the Town of Ballston Board for appointment as Library Trustees for the two available terms that begin July, 2022. (2022-2027)**

**At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on May 25, 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 Sue Tomlinson, offer the following resolution and move its adoption:

BE IT RESOLVED: that the Board of Trustees of the Town of Ballston Community Library does recommend Katherine Schofield and Jennifer Redinger to the Town of Ballston Board for appointment as Library Trustees for the two available terms that begin July, 2022. (2022-2027)

Seconded by Trustee Carolyn Speenburgh, offered for discussion and duly put to a vote, the results of which appear above. The motion passed with all in favor.

**RESOLUTION 22-043: 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 May 25, 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 Sue Tomlinson, offer the following resolution and move its adoption:

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. The motion passed with all in favor.

**RESOLUTION 22-044 Consider accepting the resignation of Laura Heinrich, circulation clerk, effective May 12, 2022**

**At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on May 25, 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 Michelle Hernandez, offer the following resolution and move its adoption:

**BE IT RESOLVED:** that the Board of Trustees of the Town of Ballston Community Library accepts the resignation of Laura Heinrich, circulation clerk, effective May 12, 2022.

Seconded by Trustee Steve Zarelli, offered for discussion and duly put to a vote, the results of which appear above. The motion passed with all in favor.

**RESOLUTION 22-045 Regarding the "Owner's Representative" for the library's Local History Room and LED Lighting upgrade project**

**At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on May 25, 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 Tom Shaginaw, offer the following resolution and move its adoption:

**Resolution 22-045:** WHEREAS, the Town as the owner of the building and property the Library operates within and on has determined it would like an "Owner's Representative" on site for the History Room/LED Project (the "Project") to be effected by the Library; and

WHEREAS the Town has assured the Library that the cost of their Owner's Representative will not exceed \$20,000.00; and

WHEREAS the Library wishes to encourage the prudent use of funds for the Project, which was determined by the Town to be of such minimal impact on the structure as to not warrant a building permit; therefore

**BE IT RESOLVED** that the Board of Trustees authorizes the use of up to \$20,000.00 of library funds, held in the Library's "surplus fund balance" currently in the custody of the Town, for the purpose of the Town compensating an "Owner's Representative" for the Project, on the condition that the Town share the itemized invoices for such services, and obtain the authorization of the Library's Treasurer prior to expenditure to be compensated through such authorized funding.

Seconded by Trustee Steve Zarelli, offered for discussion and duly put to a vote, the results of which appear above. The motion passed unanimously.

*Privilege of the floor on any topic (Limit 3 mins.)* None.

**Executive Session to discuss legal matters:** At 9:28 p.m., on a motion by Tom Shaginaw with second from Steve Zarelli, trustees voted to enter executive session to discuss legal issues.

At 9:30 p.m., on a motion by Steve Burchett with second from Michelle Hernandez, trustees voted to exit executive session, where no votes were taken.

**Adjournment:** at 9:31 p.m., on a motion by Steve Burchett with second from Carolyn Speenburgh, trustees voted with all in favor to adjourn the meeting.