

Town of Ballston Community Library
Board of Trustees Meeting Minutes
July 27, 2022

Call to order: The meeting was called to order at 7:03 p.m. by Vice President Carolyn Speenburgh

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

Trustees: [x]Steve Burchett, [x]Philip Du, []Jennifer Redinger, [x]Kate Schofield, [x] Carolyn Speenburgh, []Julia Stone, [x]Sue Tomlinson

Town of Ballston Representative – []Michael Carota

Town of Charlton Representative – []Chris Tasse

Minutes of June 29, 2022: On a motion by Steve Burchett with second by Carolyn Speenburgh, the minutes of the June 29, 2022 monthly meeting were unanimously approved.

Report of Special Funds: Special funds for July 2022 were reviewed.

Monthly Financial Reports: Financial reports for July 2022 were reviewed.

Approval of Bills: The July bills, reviewed by Carolyn Speenburgh, were unanimously approved on a motion by Sue Tomlinson, with second by Philip Du.

Librarians' Reports: See attached. Additionally, Ms. Harvey noted that the library has arranged with Little Troy Park to hold two Story Hours at the Park on August 8 and August 23. Non-members are invited to stay and swim following the Story Hour, if they wish.

Reports of Committees:

Budget & Finance: Treasurer Burchett has sent updated drafts of the 2022-2023 budget to Trustees. The draft budget includes a 9.7% increase over the 2021-2022 budget, from ~\$620k to ~\$680k. Some of the increase will be spent to increase programming and Hoopla, and to contract with an outside provider for marketing services. \$18,000 of the increase will come from the Library's Fund Balance. Trustees are asked to review the budget, ask any questions via email, and be prepared to vote in August on sending the budget to the Town.

Town Liaisons: No reports.

Unfinished Business:

Reopening Plan Update: no change

Local History & Lighting Construction Project: The Library's and the Town's attorneys are working on an updated contract for construction of the local history room.

Ballston Legislation & Transition: Transition report is attached.

New Business:

Fine Free Presentation: Ms. Harvey stated that the Library expects very positive results if we eliminate fines for overdue items. Trustees had some questions about the impact on the budget, and implementation of the plan. Ms. Harvey will discuss these topics with Director Darling, and Trustees will consider the proposition with an eye to voting on it in the future.

Privilege of the floor ONLY on items for consideration and action this evening. (limit 3 mins.) None.

RESOLUTION 22-062: Consider approving monthly Transition Status Report to the Town.

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on June 29, 2022, there were:

	Present	Absent	Aye	Nay	Abstain
Julia Stone		x			
Carolyn Speenburgh	x		x		
Steve Burchett	x		x		
Sue Tomlinson	x		x		
Philip Du	x		x		
Jennifer Redinger		x			
Kate Schofield	x		x		
Total	5	2	5	0	0

I, Trustee Sue Tomlinson, offer the following resolution and move its adoption:

BE IT RESOLVED: that the Town of Ballston Community Library approves sending the monthly Transition Status Report to the Town.

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

RESOLUTION 22-063: Recommit to cooperation between the Town of Ballston Community Library and the Town of Ballston Town Board in updating the Library's charter.

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

	Present	Absent	Aye	Nay	Abstain
Julia Stone		x			
Carolyn Speenburgh	x		x		
Steve Burchett	x		x		
Sue Tomlinson	x		x		
Philip Du	x		x		
Jennifer Redinger		x			
Kate Schofield	x		x		
Total	5	2	5	0	0

I, Trustee Sue Tomlinson, offer the following resolution and move its adoption:

BE IT RESOLVED: that the Town of Ballston Community Library recommits to 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.

Seconded by Trustee Carolyn Speenburgh, 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: None.

Executive Session: At 7:53 p.m., on a motion by Steve Burchett with second by Kate Schofield, trustees voted unanimously to enter executive session to discuss legal matters.

At 8:07 p.m., on a motion by Philip Du with second from Steve Burchett, trustees voted unanimously to exit executive session, where no votes were taken.

Adjournment: At 8:08 p.m., on a motion by Steve Burchett with second by Philip Du, trustees voted with all in favor to adjourn the meeting.

Town of Ballston Community Library Director's Report

July 2022

Circulation Statistics

June 2022

Circulation Statistics	Current Month	2022 To Date	2021 Total
Items Added to Collection	357	2,401	4,308
Number of Physical Items Circulated	8,815	44,667	84,190
Overdrive/Libby Circulation	992	6,007	12,218
Hoopla Circulation	511	3,055	4,907
New Patron Registrations	57	248	274
Curbside Appointments	14	60	1,991
Patrons in the Building	3,644	18,517	20,677

Programs & Events

June 2022

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2022 Total	Participants 2022 Total	Number Offered 2021 Total	Participants 2021 Total
Preschool	6	113	79	1,077	143	2,002
Elementary	0	0	26	483	54	802
Teen	1	16	11	244	19	336
Adult	3	19	16	171	42	595
Family	6	713	14	1,424	138	2,918
Outreach	15	1,090	22	1,609	7	296
TOTALS	31	1,951	168	5,008	403	6,949

Youth Services Programming: We have 642 kids and teens signed up for the summer reading program. 113 Preschool age, 434 Elementary age, and 95 Teens. Kids have been working hard on logging minutes and completing our special challenges.

Our programs have been going great and we've seen full attendance at almost every event. We've had a lot of positive patron feedback about our programs, performers, and story times so far. We've also seen a lot more traffic in the Children's Room and have handed out several raffle prizes already. The "prize winning" portion of the Summer Reading Program will end on August 20 but children and teens will still be able to log their minutes until September 5.

Adult Programming: Jigsaw Puzzle Social Hour is going well, Cookie Decorating for Adults was a full 20 people, and Ballston Lake: Its Story with Rick Reynolds was also very popular.



Organizational Goals

- Budget and Finance held a budget meeting to prepare for the 2023 budget cycle.

Financials

Account Balances Chart

	Status	Balance
Fund Balance Account	(xxx1567)	\$334,496.90
Operating Account	(xxx1164)	\$341,286.01
Trustees Account	(xxx1596)	\$6,316.21
Capital Account	(xxx1643)	\$76,235.04
Petty Cash Account	(xxx1543)	\$375.75
Petty Cash On Hand	Lock Box	\$58
Circulation Tray	Tray	\$75

Table 2. Summary of Library Funds and Accounts Holding those Funds as 30 June 2022 (unless otherwise noted). All Library funds are held in Library held accounts as of 16 June 2022.

‡ December 31, 2021 value provided by Town Comptroller (16 June 2022)

Staff & Volunteers

- A group of Library Volunteers, organized by Sue Van Slyck and Mary Alice Nyhan, are working at the Library on Tuesday, July 26th to weed the gardens and trim bushes.

Facility Update

- A group of volunteers is coordinating a garden clean-up day on July 26th at the Library.

Technology

June 2022

Technology Statistics	Current Month	2022 to Date	2021 Total
Public Computer Sessions	140	848	777
WiFi Sessions (unique users)	687	3,043	5,580

Electric Vehicle Chargers

June 2022

EV Charger Statistics	Current Month	2022 to Date	2021 Total
Charging Sessions	51	225	192
Unique Drivers	22	107	80
Energy Dispensed	520 kWh	2,547 kWh	1,850.93 kWh
Average Energy Cost .12 kWh	\$62.40	\$305.64	\$222.11

Policy Review

- Reopening Plan (Safety Plan)

Library Action	Date	Positivity Rate*
Building Closed to Public	3/16/2020	2.6%
Staff Begin Working Remotely	3/23/2020	7.3%
Staff Begin to Return to Building	6/15/2020	0.3%
Curbside Services Start	6/29/2020	0.3%
Open for Pop-in	9/14/2020	1.0%
Return to Curbside Only	12/21/2020	7.1%
Reopening for Pop-In	3/1/2021	2.4%
Drop Capacity Restrictions/expand services	6/21/2021	0.8%
Masks Optional for Vaccinated Individuals	7/6/2021	0.3%
Masks for All per CDC	7/30/2021	4.6%
Masks Optional per CDC	2/26/2022	3.5%
Return of Indoor Programming	4/1/2022	3.3%
Masks Optional per Trustee Vote	5/4/2022	12.0%
Current Level	7/25/2022	9.6%

*Saratoga County Percent Positive 7 Day Results per NYS

Meetings & Professional Development

- **Rebecca Darling, Director:** Library Trustees 6/28, SALS Joint Automation Council 7/13, Budget & Finance 7/14, Town of Ballston 7/26
- **Alyssa Harvey, Head of Youth Services:** Library Trustees 6/28
- **Jenn Richard, Head of Adult Services:** Library Trustees 6/28, Town of Charlton 7/11, Town of Ballston 7/12

Rebecca Verhayden Darling, Director 7/25/2022

This is an update on the Transition of the Library to a Special District Library (as currently defined by New York State Education Department (NYSED)). **Content updates for July 2022 are highlighted yellow.** Clerical updates are not highlighted. Transition efforts status is provided in Table 1 and summarized in the descriptive text.

Despite the setback of missing the 2022 legislative cycle, the Library Board of Trustees is continuing the effort to establish clear operational guidelines between the Town Board and the Library Board of Trustees. The Library Trustees hope that the Town Board will join them in this endeavor and consider providing direct accountability to the voters of the Library District.

The Library and the Town continue to discuss the Transition effort for possible implementation through the 2023 session of the NYS Assembly. All of the previously shared or Town administered services on behalf of the Library have transitioned to full Library administration. Library operations do not rely on Town administration, and, in the future, will not, 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.

In a May 2, 2022 meeting with Library Trustees Zarelli and Shaginaw, and Councilman Carota, the Town Supervisor requested that the Library Board of Trustees revisit the idea of modifying the Legislation to modify the Special District Library definition after the Board Membership changes (July 1, 2022).

Reference	Service	Pre-Transition State	Post-Transition State	Status
A	Payroll	Administered by Town	Administered by Library	Complete
B	Bill Paying	Administered by Town	Administered by Library	Complete
C	Funds/Bank Accounts	Held by Town	Held by Library	Complete
D	Annual Budgeting Process	Town Process/Approved by Town	Special District Guidelines/ Public Vote as required	ON HOLD
E	Trustee Appointment	Appointed by Town	Special District Guidelines/Public Vote Administered by Library	ON HOLD
F	Employee Medical Benefits /WC/Retirement/ Disability	Administered by Town	Administered by Library	Complete
G	HR Administration	Administered by Town	Administered by Library	Complete
H	Insurance Coverage (Building, D&O)	Administered by Town	Administered by Library	Complete
I	Building Maintenance	Administered by Library	Administered by Library	Complete
J	Building Ownership	Owned by Town	Transfer to be pursued.	FUTURE

Reference	Service	Pre-Transition State	Post-Transition State	Status
K	Land Ownership	Owned by Town	Transfer to be pursued.	FUTURE
L	Sidewalk Clearance/ Landscaping	Administered by Library	Administered by Library	Complete
M	Parking Lot Snow Plowing/ Lawn Mowing	Performed by Town - transitioned to Library in winter 2020/2021	Administered by Library	Complete
N	Governance/ Compliance Guidance	Administered by Town	Administered by Library	Complete
O	On-going Legal Support	Administered by Town	Administered by Library	Complete
P	Policies	Town and Library blend	Administered by Library	Complete

Table 1. Capture of Services

A. Payroll has been transitioned – Library is processing payroll.

B. Since January 1, 2022, the Library process is being used to administer all new Library procurements. This will continue for future procurements.

C. Library Funds, and the Accounts where those funds reside, are described in the 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 July 27, 2022. Further, on July 15, 2022, the Library provided the Town with updated additional detailed monthly Financial reports and account reconciliations that had been identified by the Town.

To facilitate continued Library operations, the Town transferred two tranches of 2022 Library Tax Levy to the Library's Treasurer. These transfers occurred on January 7 and March 7, 2022.

On April 25, 2022, the Library Board of Trustees wrote to the Town to initiate the transfer of the remainder of Library District 2022 taxes and of the Library Fund. On May 2, 2022, the Supervisor handed the Library BOT President the balance of the 2022 Library District taxes.

On June 16, 2022, the Town Comptroller contacted the President and Treasurer of the Library Board of Trustees, stating the Town's decision to transfer the Fund Balance to the Library. The Library President subsequently received a check for \$334,493.82 and the money was deposited into the library account that had been established for this purpose.

The Town and Library must coordinate the input of data to the NYS Office of the State Comptroller (OSC) Annual Update Document (AUD). In 2021, and prior years, the Town AUD submission included the account information for the Library. In 2022, reporting on 2021

Accounts must reflect both those held by the Town for the Library, and those of held by the Library. The Town Bookkeeper reached out to the Library on April 25, 2022 to indicate that the Town will submit the joint (Town and Library) AUD and to request initial information to support this action. The Library learned on June 23, 2022 that the Town filed the AUD with the OSC on April 27, 2022 and is looking into the details of the content.

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. After Transition, the Library Tax will continue to be collected by the Town on residents' tax bills. The legislation that was being drafted would have authorized a process by which a budget is directly approved by voters of the Special District Library. The delay in the Legislative process required to execute the Transition means that the Pre-Transition budget process will remain in effect for the 2023 Budgeting cycle.

E. Historically, the Library Trustees are appointed by the Town Board. This is specified in the existing Library Charter. NYSED specifies an election-based approach for selecting Trustees in Special District Libraries. The Transition will modify the existing Library Charter in this regard. Constituents in the Library's Special District (serving the Town of Ballston, excluding the Village of Ballston Spa) will be eligible to vote to select Library Trustees.

In June 2022, the terms of two Trustees (Zarelli, Shaginaw) will expire. Neither is eligible for re-appointment; each having served the maximum terms allowed. New Trustees have been identified and appointed using the process that had been previously employed. The new Trustees are Katherine Schofield and Jennifer Redinger. They were approved by the Town Board in the June 14, 2022 Town Board Meeting (Resolutions 22-182, 22-183).

Additionally, Michelle Hernandez, a current Trustee with one year remaining in her term has declared her intent to resign from the Board of Trustees, effective June 30, 2022. According to the Library Charter, in such cases, the Library Board is responsible for the appointment of a Trustee to finish the current term. The Library Board appointed Philip Du to fill the remaining term from July 1, 2022-June 30, 2023. Michelle Hernandez's resignation was accepted by the Town Board on July 12, 2022. Philip Du's Oath of Office was sworn in by the Ballston Town Clerk on July 14, 2022.

In the May 2, 2022, meeting, the Town Supervisor requested that the new Library Board of Trustees revisit the idea of modifying the Legislation to modify the Special District Library definition. The new Board of Trustees will revisit.

F. Employee Medical Benefits/WC/Retirement/Disability; beginning on the 1 January 2022, the Library manages this in accordance with local Civil Service rules and guidelines. The last elements of the NYS Retirement have been completed.

G. HR Administration; Beginning on January 1, 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 January 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. In June, it was discovered that both the Town and the Library are maintaining insurance for the premises and collection. The Library's budget is being used to pay for both. This is the topic of ongoing evaluation and discussion.

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.

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.

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.

O. On-going Legal Support of the Library was previously provided by Town, but is currently administered 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. The Library no longer references Town policies.

Summary:

This document describes 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.

Despite the setback of missing the 2022 legislative cycle, the Library Board of Trustees is continuing the effort to establish clear operational guidelines between the Town Board and the Library Board of Trustees. The Library Trustees hope that the Town Board will join them in this endeavor as it provides direct accountability to the voters of the Library District.

The Town and Library serve shared constituents. It is imperative that this transition results in minimal disruption for patrons and employees.