

Town of Ballston Community Library
Board of Trustees Meeting Minutes
September 28, 2022

Call to order: The meeting was called to order at 7:00 p.m. by President Julia Stone.

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

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

Town of Ballston Representative – []Michael Carota

Town of Charlton Representative – []Chris Tasse

Guests: Sara Dallas, Director, Southern Adirondack Library System

Minutes of August 31, 2022: On a motion by Carolyn Speenburgh with second by Philip Du, the minutes of the August 31, 2022 monthly meeting were approved.

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

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

Approval of Bills: The September bills, reviewed by Jennifer Redinger, were unanimously approved on a motion by Carolyn Speenburgh, with second by Julia Stone. Trustees discussed the schedule for reviewing the bills.

Librarians' Reports: See attached.

Reports of Committees:

Policy: SALS Director Sara Dallas gave some input regarding the proposed changes to policy P1000, and suggested we have our attorney review it.

Budget & Finance: The Town accepted the budget proposal we submitted on September 27, will vote to approve the tentative budget at their meeting on October 11, and will hold a public hearing on October 25 for the preliminary budget.

Town Liaisons: No reports.

Unfinished Business:

Reopening Plan Update: No change.

Local History & Lighting Construction Project: Construction of the local history room has begun and is on schedule.

Ballston Legislation & Transition: Transition report is attached.

Saratoga Arts: They sent us a final contract to take over managing art displays in our Community Room. Director Darling will ask our attorney Cole Adams to review the contract.

New Business:

Sara Dallas, Director, Southern Adirondack Library System: Director Dallas explained for trustees the relationship between SALS and member libraries, Joint Automation, the SALS budget, cyberinsurance, and new minimum standards for Continuing Ed for trustees, which go into effect for 2023. Additionally,

since Saratoga County reduced SAL's econtent budget, Sara requested our library contribute to econtent in two ways, by increasing OverDrive, and by asking town supervisors if there are ARPA available funds for this.

2023 Holiday Closing Schedule: reviewed.

Open Meetings Law: President Stone attended a webinar regarding the current Open Meetings Law. It is recommended that we have a policy to outline "extraordinary circumstances" under which we may allow meeting remote/virtual attendance at our monthly meetings.

Building Lease: The Town recommends that we have a lease for the building. We agree that this would be appropriate.

Privilege of the floor ONLY on items for consideration and action this evening. (limit 3 mins.)

Tom Shaginaw commented on the Saratoga Arts discussion and asked whether this would be connected to previously discussed marketing efforts.

RESOLUTION 22-073: Consider approving monthly Transition Status Report to the Town of Ballston. Motion was made by Jennifer Redinger, seconded by Carolyn Speenburgh, and passed with all in favor.

RESOLUTION 22-074: Consider approving Town of Ballston Community Library's 2023 Holiday Closing Schedule as amended. Motion was made by Sue Tomlinson, seconded by Philip Du, and passed unanimously.

RESOLUTION 22-075: Consider entering into a lease agreement with the Town for use of the library building in 2023.

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on September 28, 2022, there were:

	Present	Absent	Aye	Nay	Abstain
Julia Stone	x		x		
Carolyn Speenburgh	x		x		
Steve Burchett	x		x		
Sue Tomlinson	x		x		
Philip Du	x		x		
Jennifer Redinger	x		x		
Kate Schofield		x			
Total	6	1	6	0	0

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

WHEREAS the Library wishes to confirm the terms of its occupancy of the library building, which is owned by the Town of Ballston, to ensure clarity regarding key operational issues;

BE IT RESOLVED that the Library shall explore a written agreement with the Town, to be finalized before the start of 2023.

Seconded by Trustee Jennifer Redinger, 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 8:39 p.m., on a motion by Carolyn Speenburgh with second from Steve Burchett, trustees voted unanimously to enter executive session to discuss legal matters.

At 8:44 p.m., on a motion by Carolyn Speenburgh with second from Jennifer Redinger, trustees voted unanimously to exit executive session, where no votes were taken.

Adjournment: At 8:45 p.m., on a motion by Carolyn Speenburgh with second by Philip Du, trustees voted with all in favor to adjourn the meeting.