

**Town of Ballston Community Library**  
**Board of Trustees Meeting Minutes**  
**October 26, 2022**

**Call to order:** The meeting was called to order at 7:02 p.m. by President Julia Stone.

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

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

Town of Ballston Representative – []Michael Carota

Town of Charlton Representative – []Chris Tasse

**Minutes of September 28, 2022:** On a motion by Jennifer Redinger with second by Philip Du, the minutes of the September 28, 2022 monthly meeting were approved as amended.

**Report of Special Funds:** Special funds for October 2022 were reviewed.

**Monthly Financial Reports:** Financial reports for October 2022 were reviewed.

**Approval of Bills:** The October bills, reviewed by Kate Schofield, were unanimously approved on a motion by Sue Tomlinson, with second by Philip Du.

**Librarians' Reports:** See attached.

**Reports of Committees:**

Policy: No report.

Budget & Finance: The Town of Ballston will finalize their budget on November 9. Charlton will finalize theirs on November 14.

Town Liaisons: No reports.

**Unfinished Business:**

Reopening Plan Update: No change.

Local History & Lighting Construction Project: We have been awarded a second grant from New York State to provide funding for the \$39,000 lighting upgrade in the second story of the library. Gallo has asked for a punch list so they can proceed toward finalizing construction.

Ballston Legislation & Transition: No update.

Saratoga Arts: The proposed contract with Saratoga Arts has been sent to our attorney, Cole Adams, who is reviewing it and will give her feedback.

Open Meetings Law: We will need a policy to specify extraordinary circumstances under which a Trustee may attend a meeting virtually. The Policy Committee will meet to discuss.

**New Business:**

Snow Removal Contract: We were happy with Pro-Cut's services for removal in 2021-2022 and will consider passing a resolution to again retain their services in 2022-2023.

Garden Clean-up: Clean-up of the library gardens was undertaken in the spring, but weeds have returned. Rotary does not wish to resume care for the gardens except around the digital sign. We have a quote for \$3,100-\$3,300 to do work on the side lawn facing Lawmar to remove flowers, trim back bushes, and seed with grass seed next spring, 2023. Director Darling will secure more estimates to consider in the November Board Meeting.

Rotary Proposal: Trustees reviewed a proposal from the Burnt Hills/Ballston Lake Rotary Club to create a flagstone patio around the bench, the rock, and the Peace Pole. Director Darling feels that it is a very nice offer, but is concerned about the flagstones creating a slip hazard when wet or snow-covered, about maintenance of the flagstones, and the possibility of heaving.

Trustee Vacancy: Trustee Jennifer Redinger is moving to the Town of Charlton, and will no longer be eligible to continue as Library Trustee. Trustees discussed re-opening the search and reaching out to recent applicants.

Wellness Hours: As suggested by Director of SALS, Sara Dallas, during her recent visit, Director Darling presented information about a program being instituted at some public libraries to offer employees “Wellness Hours” on a quarterly basis. Employees could secure paid time-off from work to attend to mental or physical wellness needs. The hours must be pre-scheduled and receive permission of a supervisor. Staff does not have to give a reason for the time-off request. The Personnel Committee will meet to consider.

Trustee Training: President Stone reminded trustees of a webinar on Roberts Rules on October 27, 2022. Director Darling mentioned that ALA offers a Trustee Academy of 6 webinars. She will send information about registering.

Hybrid Meeting Options: The Policy Committee will meet to discuss an Extraordinary Circumstance policy under which a trustee would be permitted to attend a Board meeting virtually.

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

None.

**RESOLUTION 22-076:** Consider approving monthly Transition Status Report to the Town of Ballston. Motion was made by Philip Du, seconded by Julia Stone, and passed with all in favor.

**RESOLUTION 22-077:** Consider entering into a contract with Pro-Cut Landscaping Services, Inc. for November 1, 2022-April 1, 2023 for snow removal at a cost of \$6,790. Motion was made by Sue Tomlinson, seconded by Jennifer Redinger, and passed unanimously.

**RESOLUTION 22-078:** Consider accepting the resignation of Trustee Jennifer Redinger effective November 14, 2022. Motion was made by Julia Stone and seconded by Kate Schofield. It passed unanimously.

**RESOLUTION 22-079:** Consider approving an additional \$1,000 from the Library Fund Balance for the Southern Adirondack Library System’s eContent. Motion was made by Sue Tomlinson, seconded by Jennifer Redinger, and passed with all in favor.

*Privilege of the floor on any topic:*

Trustee Redinger expressed sadness at having to resign as Trustee. She was thanked for her service, and will be missed.

**Adjournment:** At 8:07 p.m., on a motion by Jennifer Redinger with second by Philip Du, trustees voted with all in favor to adjourn the meeting.