

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
November 30, 2022**

Call to order: The meeting was called to order at 7:04 p.m. by President Julia Stone.

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

Trustees present: Kate Schofield, Carolyn Speenburgh, Julia Stone, Sue Tomlinson

Trustees excused: Philip Du

Trustees unexcused: Steve Burchett

Town Representatives: none

Minutes of October 26, 2022: On a motion by Julia Stone, with second by Kate Schofield, the minutes of the October 26, 2022 monthly meeting were approved.

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

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

Approval of Bills: The November bills, reviewed by Julia Stone, were unanimously approved on a motion by Carolyn Speenburgh, with second by Sue Tomlinson.

Librarians' Reports: See attached.

Reports of Committees:

Policy: The Policy Committee has received our attorney, Cole Adams', feedback regarding our proposed bylaws revision. We will review it and prepare a bylaws revision to present at our monthly meeting in December.

Budget & Finance: The Town of Ballston passed their 2023 budget on November 9, and Charlton passed theirs on November 14.

Personnel: The Personnel Committee met and drew up a chart for a Staff Wellness program, to be piloted for six months starting January 1, 2023. Director Darling and Ms. Richard have had some discussions regarding implementation of the program. They believe it will be well-received by staff.

Town Liaisons: No reports.

Unfinished Business:

Reopening Plan Update: No change.

Local History & Lighting Construction Project: We are waiting delivery of a piece of a cabinet in order to complete installation of the furniture. Once done, Gallo can complete other minor tasks, and finalize the project.

Ballston Legislation & Transition: President Stone and Director Darling met with Attorney Adams. Next steps are to reach out to stakeholders to confirm their commitment to the legislation.

Saratoga Arts: Ms. Adams has suggested some tweaks to the contract with Saratoga Arts. We have forwarded those suggestions to Saratoga Arts and are waiting for their input.

Open Meetings Law: The Policy Committee met and discussed what constitutes "extraordinary circumstances" under which a Trustee may attend a meeting virtually. Current thinking is that out-of-town travel for work will not be considered an extraordinary circumstance; personal and family illness

will. We will schedule a public hearing to adopt a resolution authorizing the limited use of video conferencing at our December meeting, Wednesday, December 28, at 6:45 p. m.

Rotary Proposal: President Stone and Director Darling have discussed the Burnt Hills-Ballston Lake Rotary's proposal for a slate surround around the Peace Pole, and have decided we should table this until a lease arrangement with the Town has been put in place.

Landscaping Proposals: We have received three proposals for landscaping the area between the side of the library and Lawmar Lane. Ms. Darling will reach out to Hometown Turf for clarification of some questions regarding watering and edging the seeded area. The decision has been tabled until December.

Trustee Vacancy: We have received no applications to fill the Trustee Vacancy.

Wellness Hours: Covered under Personnel Committee report.

New Business:

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

None.

RESOLUTION 22-080: Consider setting a public hearing for Chapter 56 Section 103-a, permitting the Town of Ballston Community Library to adopt a resolution authorizing the limited use of video conferencing for Wednesday, December 28 at 6:45 p.m. Motion was made by Kate Schofield, seconded by Carolyn Speenburgh, and passed by unanimous vote.

RESOLUTION 22-081: Consider approving Sidewalk Snow Removal contract for 2022-2023 with Hometown Turf in the amount of \$5,300.00. Motion was made by Sue Tomlinson, seconded by Carolyn Speenburgh, and passed with all in favor.

RESOLUTION 22-082: Consider approving monthly Transition Status Report to the Town of Ballston. Motion was made by Carolyn Speenburgh, seconded by Kate Schofield, and passed unanimously.

RESOLUTION 22-083: Consider approving a Wellness Hours Pilot Program from 1/1/2023 – 7/1/2023. Motion was made by Julia Stone, seconded by Carolyn Speenburgh, and passed with all in favor.

Privilege of the floor on any topic:

None.

Adjournment: At 7:36 p.m., on a motion by Carolyn Speenburgh with second by Kate Schofield, trustees voted unanimously to adjourn the meeting.