

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

Call to order: The meeting was called to order at 7:01p.m. by President Julia Stone.

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

Trustees present: Steve Burchett, Kate Schofield, Carolyn Speenburgh, Julia Stone

Trustees excused: Philip Du, Sue Tomlinson

Trustees unexcused: none

Town Representatives: none

Minutes of November 30, 2022: On a motion by Julia Stone, with second by Kate Schofield, the minutes of the November 30, 2022 monthly meeting were approved.

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

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

Approval of Bills: The December bills, reviewed by Carolyn Speenburgh, were unanimously approved on a motion by Steve Burchett, with second by Julia Stone.

Librarians' Reports: See attached.

Reports of Committees:

Policy: Our attorney, Cole Adams' reviewed the Bylaws of the Board of Trustees as well as Displays and Exhibits Policy and based on her recommendations, changes were made.

Town Liaisons: No reports.

Unfinished Business:

- a) Reopening Plan Update: No changes
- b) Local History & Lighting Construction Project: Library is waiting for next bill to arrive so it can be paid in January. All furniture has been installed. Construction is nearly complete, but heat needs to be fixed and will be relooked at again. Battery backup issue has been fixed. There are still some punch list items for the Electrician to finish. Gallo has been very responsive. Tentative date of Feb 4th is scheduled for ribbon cutting.
- c) Ballston Legislation & Transition: Last evening, Library legislation, lease, and insurance was included in the agenda for discussion. Town is supportive of moving forward with legislation. Home rule resolution will need be prepared and it still needs to be determined who is drafting it. The resolution is on the agenda tentative for January.
- d) Landscaping Proposal: Followed up with Home Town Turf on questions on their proposal. Based on answers and the other proposals, recommendation is move forward with Maggs Landscaping.
- e) Trustee Vacancy: The Library has received a few inquiries. Julia will follow up to those interested. Library will look to market in all available places and ask the Town to advertise as well.
- f) Wellness Hours: Introduced to staff at December staff meeting and received well. Pilot will start in January.

- g) eContent/ARPA Funds: Sarah Dallas requested contribution. Julia reached out to Town of Ballston Supervisor, and it was supported, and funding was confirmed. Library will complete a voucher and send to SALS so they can complete the purchase. Starting in 2024, eContent allocation will be based on actual usage, TOB Library projected rates will increase minimally.

New Business:

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

None.

a) **RESOLUTION 22-084** Consider approving Saratoga Arts' Art in Public Places Program Venue Agreement for 2023 and 2024. Motion was made by Carolyn Speenburgh, seconded by Kate Schofield, and passed by unanimous vote.

b) **RESOLUTION 22-085** Town of Ballston Community Library WHEREAS, by passing Chapter 56 of the Laws of 2022 ("Chapter 56"), the New York State Legislature amended Section 103 of the Open Meetings Law; and

WHEREAS, Chapter 56 adds Section 103-a of the Open Meetings Law, permitting the Town of Ballston Community Library to authorize its members to attend meetings by videoconferencing under extraordinary circumstances; and

WHEREAS, Section 103-a(2)(a) requires the Town of Ballston Community Library to adopt a resolution following a public hearing authorizing the limited use of videoconferencing under such circumstances; and

WHEREAS, Section 103-a(2) allows for hybrid meetings by requiring "that a minimum number of members are present to fulfill the public body's quorum requirement in the same physical location or locations where the public can attend"; and

WHEREAS, Section 103-a(2)(c) requires that members be physically present at any such meeting "unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting"; and

WHEREAS, in accordance with Section 103-a(2)(d), any members attending by videoconference must, except during executive session, be "heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon"; and

WHEREAS, Section 103-a(2)(g) requires that any meeting where a member attends by videoconference be recorded, posted to the Town of Ballston Community Library webpage within five business days, and transcribed upon request; and

WHEREAS, Section 103-a(2)(h) requires that members of the public be permitted to attend and participate, if authorized, in any meeting by videoconference when a member attends by videoconference.

BE IT RESOLVED, that the Town of Ballston Community Library authorizes its members who experience an extraordinary circumstance, as described above and further defined by any rules or written procedures later adopted, to attend meetings by videoconference: (i) as long as a quorum of the members attend in-person at one or more locations open to the public; (ii) as long as the member can be seen, heard, and identified while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the Laws of 2022; and be it further

RESOLVED, that the Town of Ballston Community Library shall create written procedures further governing its use of videoconferencing by its members in compliance with Chapter 56 of the Laws of 2022.

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

	Present	Absent	Aye	Nay	Abstain
Julia Stone	X		X		
Carolyn Speenburgh	X		X		
Steve Burchett	X		X		
Sue Tomlinson		X			
Philip Du		X			
Kate Schofield	X		X		
Total	4	2	4	0	0

I, Trustee Julia Stone, offer the following Resolution 22-085 and move its adoption:

BE IT RESOLVED: that the Board of Trustees of the Town of Ballston Community Library does hereby approve videoconferencing for extraordinary circumstances. Seconded by Trustee Kate Schofield, offered for discussion and duly put to a vote, the results of which appear above. The motion passed unanimously.

c) **RESOLUTION 22-086** Consider approving the updated Town of Ballston Community Library Bylaws of the Trustees. Motion was made by Carolyn Speenburgh, seconded by Julia Stone, and passed by unanimous vote.

d) **RESOLUTION 22-087** Consider approving the updated Policy P2300 Displays and Exhibits. Motion was made by Julia Stone, seconded by Kate Schofield, and passed by unanimous vote.

e) **RESOLUTION 22-088** Consider approving Policy P7350 Authorizing Video Conferencing under extraordinary circumstances. Motion was made by Carolyn Speenburgh, seconded by Steve Burchett, and passed by unanimous vote.

f) **RESOLUTION 22-089** Consider approving Personnel Policy 705 Wellness Hours. Motion was made by Steve Burchett, seconded by Julia Stone, and passed by unanimous vote.

g) **RESOLUTION 22-090** Consider approving monthly Transition Status Report to the Town of Ballston. Motion was made by Carolyn Speenburgh, seconded by Kate Schofield, and passed by unanimous vote.

Privilege of the floor on any topic.

None.

Adjournment: At 7:46p.m., on a motion by Carolyn Speenburgh with second by Julia Stone, trustees voted unanimously to adjourn the meeting.