

**Town of Ballston Community Library
Board of Trustees Meeting Agenda
February 1, 2023**

- 1) Call to order**
- 2) Minutes of December 28, 2022 Public Hearing**
- 3) Minutes of December 28, 2022 Meeting**
- 4) Report of Special Funds**
- 5) Monthly Financial Reports**
- 6) Approval of Bills**
- 7) Librarians' Reports**
- 8) Reports of Committees**
 - a) Town Liaisons
- 9) Unfinished Business**
 - a) Reopening Plan Update
 - b) Local History & Lighting Construction Project
 - c) Ballston Legislation & Transition
 - d) Trustee Vacancy
- 10) New Business**

*Privilege of the floor ONLY on items for consideration and action this evening. (limit 3 mins.)
Please state your name, address, and the resolution number you are referring to when speaking.*

- a) **RESOLUTION 23-001** Consider approving the Organizational Resolutions 23-002 through 23-012 and appointments for 2023.
- b) **RESOLUTION 23-002** BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that all meetings of the Board of Trustees shall be held in accordance with the latest edition of Robert's Rules of Order.
- c) **RESOLUTION 23-003** BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that the meetings of the Board of Trustees shall be held in the Town of Ballston Community Library located at 2 Lawmar Lane, Ballston, Saratoga County or any video conferencing platform that allows public participation and transcription in accordance with New York State Open Meetings Law. The regular monthly meeting shall be held at 7:00 p.m. on the last Wednesday of each month.
- d) **RESOLUTION 23-004** BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that the Ballston Spa National Bank shall be the official depository for Library funds and, BE IT FURTHER RESOLVED that the funds may be withdrawn, and

checks may be signed, in accordance with the provisions of the procedures established by the Board of Trustees.

- e) **RESOLUTION 23-005** BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that salaries for Library Employees for 2023 are approved and established in the 2023 budget and that all other salaries and hourly rates for the 2023 budget and any subsequent resolutions be approved with longevity awards to be applied during the year as earned and BE IT FURTHER RESOLVED that the payroll schedule be bi-weekly for all hourly and salaried employees.
- f) **RESOLUTION 23-006** BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that the official newspaper as required by NYS Education Department Law shall be The Daily Gazette.
- g) **RESOLUTION 23-007** BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that Library Employees shall be compensated at the rate for standard mileage allowance established by the Internal Revenue Service for the approved use of their personal automobiles in the performance of their official duties.
- h) **RESOLUTION 23-008** BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that all overnight trips shall require prior approval by the Board of Trustees and BE IT FURTHER RESOLVED that all other conference attendance shall require prior authorization of the Director and BE IT FURTHER RESOLVED that reasonable expense reimbursement for conferences shall be approved by the Director. Any conference enrollee who cannot attend without cause will reimburse the Library for any costs incurred by the Library. Any late fee is the sole responsibility of the conference enrollee.
- i) **RESOLUTION 23-009** BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that the agenda and meeting documents be posted on the Library Website and the Library Bulletin Board 24 hours prior to the meeting.
- j) **RESOLUTION 23-010** BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that all official meeting minutes must be written and mailed or electronically distributed to appropriate parties within 14 days of applicable meeting.
- k) **RESOLUTION 23-011** BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library authorizes the Library Director, with Treasurer written concurrence, to make transfers between accounts in the current budget to keep accounts properly funded and the Library Director will report transfers to the Board of Trustees.
- l) **RESOLUTION 23-012** WHEREAS the Board of Trustees of the Town of Ballston Community Library requires varied professional services from experts that appropriately licensed and registered in New York State; and BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library designates and appoints the following firms, subject to approval of contracts by the Library's Attorney, or independent counsel:

Firm	Professional Service
UHY, LLC	Accounting Services
The Law Office of Stephanie Adams (LOSA), PLLC	Legal Services
Public Sector HR, LLC	Human Resources Consultant

- m) **RESOLUTION 23-013** Consider approving monthly Transition Status Report to the Town of Ballston.
- n) **RESOLUTION 23-014** Consider approving the agreement between Town of Ballston Community Library and the MVLS/SALS Joint Automation Project.
- o) **RESOLUTION 23-015** Consider accepting the resignation of Michelle Dannenhoffer-Cau, effective January 25, 2023 from the position of Library Assistant, with Ms. Dannenhoffer-Cau remaining on as a substitute employee.
- p) **RESOLUTION 22-016** Consider approving the Memorandum of Understanding with the Southern Adirondack Library System to participate in the Senior Planet OATS program.
- q) **RESOLUTION 23-017** Consider approving agreement between the Town of Charlton and the Town of Ballston Community Library.

THIS AGREEMENT made this day, January 25, 2023, by and between the Town of Charlton, a municipal corporation, with its offices at Charlton Road, Town of Charlton, Charlton, New York, hereinafter referred to as the “Town”, and the Town of Ballston Community Library with its offices at 2 Lawmar Lane, Burnt Hills, New York, hereinafter referred to as the “Library” as follows:

WITNESSTH:

WHEREAS, Section 64 of the Town Law confers upon the Town the general power to deal with matters of public health and welfare of the citizens of the Town of Charlton and

WHEREAS, the Town of Charlton feels that the general welfare and education of the citizens of the Town of Charlton it would be benefited by providing library services, and

WHEREAS, the Town Board has budgeted for the fiscal year 2023 the sum of Forty-Seven Thousand Eight Hundred and Forty-Five Dollars (\$47,380) for the payment for library services to be rendered by the Library, and

NOW THEREFORE, in consideration of the mutual undertaking herein set forth, the parties do hereby agree as follows:

1. The Library shall provide general library services, including available books and magazines, in accordance with existing library policies and by-laws to the citizens of the Town of Charlton.
2. The Library shall submit to the Town a report of library activities during the preceding 2022 calendar year on or before 30th April 2023.
3. In payment for general library services provided by the Library, the Town shall pay to the Library the sum of Forty-Seven Thousand Eight Hundred and Forty-Five Dollars (\$47,380) for the period of January 1, 2023 through December 31, 2023.
4. The Library shall not assign, transfer, or encumber its rights under the Agreement without the Town’s prior written consent thereto.
5. The relationship of the Library to the Town is that of independent contractor. The Library shall conduct itself in accordance with such status, and it will neither hold itself out as nor claim to be an employee or agent of the Town, and it will not make

any claim, demand or application to, or for any right or privilege applicable to, an employee or agent of the Town, including, but not limited to, Workers Compensation coverage, unemployment insurance benefits, social security coverage or retirement benefits or credits.

6. Library agrees to hold harmless the Town from any claim arising out of Library acts or omissions.
- r) **RESOLUTION 22-018** Consider increasing the Library's HSA matching contribution funding to \$1,425 for employees under 55 years old, and \$1,925 for employees over 55 years old for employees enrolled in the Library's High Deductible Health Plan.

Privilege of the floor on any topic. (Limit 3 mins.)

11) Adjournment

January Voucher Signer: Steve Burchett

Charlton Town Board Meeting: Monday, February 13 at 7:30 PM

Ballston Town Board Meeting: Tuesday, February 14 at 6:30 PM

February Voucher Signer: Sue Tomlinson