

Town of Ballston Community Library
Board of Trustees Monthly Meeting Minutes
February 1, 2023 (postponed from Jan. 25 due to weather)

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

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

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

Trustees excused:

Trustees unexcused: Philip Du

Town Representatives: none

Minutes of December 28, 2022 Public Hearing: On a motion by Carolyn Speenburgh, with second by Steve Burchett, the minutes of the December 28, 2022 public hearing were approved.

Minutes of December 28, 2022 Monthly Meeting: On a motion by Julia Stone, with second by Carolyn Speenburgh, the minutes of the December 28, 2022 monthly meeting were approved.

Report of Special Funds: Special funds for January 2023 were reviewed.

Monthly Financial Reports: Financial reports for January 2023 were reviewed.

Approval of Bills: The January bills, reviewed by Steve Burchett, were unanimously approved on a motion by Sue Tomlinson, with second by Kate Schofield.

Librarians' Reports: See attached.

Reports of Committees:

Town Liaisons: No reports.

Unfinished Business:

Reopening Plan Update: No change.

Local History & Lighting Construction Project: The room is substantially complete, but heat is still not working. Stage Engineering is coming with the architect on Feb. 2 to try to determine the reason it is cold in there. The electrician needs to return to complete the punchlist.

Ballston Legislation & Transition: Carolyn Speenburgh and Director Verhayden attended the Town of Ballston meeting in January. Assemblywoman Walsh indicated that she does not need to wait for a formal resolution from the Town to proceed. There will be a kick-off meeting on Feb. 16, 2023, 12 p.m., with stakeholders. Representatives from Assemblywoman Walsh's office, Assemblyman Tedisco's office, the Town of Ballston, the Library's legal team, Sarah Dallas from SALS, and the NYS Librarian Lauren Moore have all confirmed they will attend. The purpose of the meeting is to plan next steps toward getting the draft resolution from 2021 revised if necessary, and on its way to a vote by the legislature and approval by the governor.

Trustee Vacancy: President Stone asked the Town to post the trustee vacancy on their social media which they have. She welcomed potential trustee applicant Bill Bechtel to the meeting, who spoke a bit about his background.

New Business:

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

None.

RESOLUTION 23-001 Consider approving the Organizational Resolutions 23-002 through 23-012 and appointments for 2023. Motion was made by Steve Burchett, seconded by Carolyn Speenburgh, and passed unanimously.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

RESOLUTION 23-012 WHEREAS the Board of Trustees of the Town of Ballston Community Library requires varied professional services from experts that are 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

RESOLUTION 23-013 Consider approving monthly Transition Status Report to the Town of Ballston as amended. Motion was made by Carolyn Speenburgh, seconded by Steve Burchett, and passed with all in favor.

RESOLUTION 23-014 Consider approving the agreement between Town of Ballston Community Library and the MVLS/SALS Joint Automation Project. Motion was made by Sue Tomlinson, seconded by Steve Burchett, and passed unanimously.

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. Motion was made by Julia Stone, seconded by Carolyn Speenburgh, and passed with all in favor.

RESOLUTION 22-016 Consider approving the Memorandum of Understanding with the Southern Adirondack Library System to participate in the Senior Planet OATS program. Motion was made by Kate Schofield, seconded by Steve Burchett, and passed unanimously.

RESOLUTION 23-017 Consider approving agreement between the Town of Charlton and the Town of Ballston Community Library. Motion was made by Sue Tomlinson, seconded by Carolyn Speenburgh, and passed with all in favor.

THIS AGREEMENT made this day, January 25, 2023, by and between the Town of Charlton, a municipal corporation, with its offices at 758 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, per Section 256 of the Education Law, a town may contract with the trustees of a public library registered by the regents to furnish library services to the people of the municipality, district or reservation for whose benefit the contract is made, under such terms and conditions as may be stated in such contract; and

WHEREAS, also per Section 256 of the Education Law, the amount agreed to be paid for such services under such contract shall be a charge upon the municipal government which agrees to make the payment and shall be paid directly to the treasurer of the public library; and

WHEREAS, the Town of Charlton feels that the general welfare and education of the citizens of the Town of Charlton would benefit from library services provided , and

WHEREAS, the Town Board has budgeted for the fiscal year 2023 the sum of Forty-Seven Thousand Three Hundred Eighty 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 Three Hundred Eighty 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 an 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.
7. To ensure the amount paid by the Town is rationally related to the library services used, the board of the library shall meet with representatives of the Town to assess the amount for the 2024 contract.

Motion was made by Sue Tomlinson, seconded by Carolyn Speenburgh, and passed with all in favor.

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 55 years and older for employees enrolled in the Library's High Deductible Health Plan. Motion was made by Carolyn Speenburgh, seconded by Kate Schofield, and unanimously passed as amended.

Privilege of the floor on any topic:

None.

Adjournment: At 8:00 p.m., on a motion by Carolyn Speenburgh with second by Julia Stone, trustees voted unanimously to adjourn the meeting.