

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
March 28, 2012**

Meeting called to order at: 7:01PM by President Larry Rogers.

Important Note: The February 2012 Library Board of Trustees meeting was postponed due to a snowstorm. The meeting was rescheduled for the following week; but, due to the unexpected unavailability of a quorum of the Board on that date, it was determined to cover February's business at the March meeting.

Present: Staff—Karen DeAngelo, Library Director; Rebecca Darling, Youth Services Librarian; Maura D'Auria, Accounts Clerk. Trustees—Jean Clancy Botta, Keith Fieldhouse, Lawrence Rogers, Barbara Wilson and Steve Zarelli. Town of Ballston Representative— Councilman Timothy Szczepaniak.

Board Minutes: On a motion made by Barbara Wilson, which was seconded by Keith Fieldhouse, the Board of Trustees approved the Minutes of the January 25, 2011 meeting.

Report of Special Funds: The Trustees reviewed account balances for January, February and March 2012. The balances for January 2012 were not available for the January meeting due to an oversight; so, they were reviewed along with the February and March ones.

There was no account activity during January 2012. In February, the Ballston Spa National Bank donated \$500 to the library; and, in March, a patron, Stanley Kuzia, donated \$100 for audio materials, and Charlton Heights Elementary School Enrichment Club donated \$60 for children's programming. There were no purchases in February. Purchases during March were for audio books, a *Nook Reader* and an *Apple I-Pad 2* for staff and patron training.

The Director was reminded that the Board decided to consolidate the savings account with the checking account holding the Trustees' Fund due to Ballston Spa National Bank's charges for minimal activity in the savings account. She will move the funds and close the savings account forthwith.

Monthly Statements: The Trustees reviewed the February and March 2012 financial statements, including the Petty Cash Reports. The March statement appears to have an error in the librarian salary lines, which will be corrected by the new Accounts Clerk Maura D'Auria. A corrected statement will be issued to the Trustees as soon as possible. It was recognized that Ms. D'Auria is still learning how to use the QuikBooks computer program instituted by her predecessor; but, she is a quick study, and her background as a former library clerk is proving to be beneficial to her new duties.

The Director explained that audio and video materials expenditures are purchased on a quarterly basis thus these lines show higher expenditures during March.

The final reconciliation of the library's 2011 financial records with the Town of Ballston's records is still pending due to bookkeeping staff changes at the town.

Librarians' Reports:

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Karen DeAngelo, Library Director:

Ms. DeAngelo presented Trustees with copies of the attractive 2011 Annual Report to the public. It highlights the theme of the library's role in "Enriching the Community" through photos, program descriptions and a brief statistical summary.

The Library Director reported on several interesting sessions she attended at the Public Library Association (PLA) Conference in Philadelphia this month. She plans to explore two ideas gleaned from these presentations; they are "Virtual Orientation" and the development of special programs targeting adults with intellectual difficulties.

She was very pleased to announce that the "Home Delivery: Books" initiative has finally been kicked off. This program is a new service offering easy selection and loan of library materials to Ballston and Charlton residents who utilize the "Meals on Wheels" program.

The Director discussed one of her direct services to the public. She proctors print and on-line examinations for local home schoolers, and high school and college students who are participating in distance learning; this service is offered at the library. Ms. DeAngelo estimates that she proctors four such examinations per month. At the request of the trustees, she will track her actual time commitment to this service, and obtain copies of other libraries' proctoring policies for possible future consideration and local enactment.

She reported that a patron complained when she would not assist him fill out his IRS forms. She explained that, although the library maintains a supply of state and federal tax forms for selection by the public, staff are not trained, nor would it be appropriate, to provide tax preparation services. She referred this individual to Saratoga Services for Seniors.

Information was provided on the library's increasing acquisition of E-Books and our participation in a consortium of other SALS libraries in sharing materials in this format. She also discussed the library's entree into the emerging technology, Pinterest.

Ms. DeAngelo reported that she submitted an entry for "SALS Program of the Year" for the art tile table, depicting patron and staff favorite books, which was created last year with financial support from a Saratoga Program for Arts Funding grant with the active involvement of patrons of all ages, staff and the Friends of the Library. This table graces the adult reading room at the library.

The Director and Trustee Barbara Wilson attended Library Advocacy Day in Albany on March 6th to encourage local legislators to maintain and increase support for public libraries.

Trustees were reminded about SALS annual dinner, which is being held on May 21st in Warrensburg. This event provides an excellent opportunity for trustees to meet and network with SALS staff and their peers from other libraries served by SALS.

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The Miniature Golf fundraiser was well received by library patrons. It was expensive to set-up at \$2950; but, the Friends of the Library netted a \$500 profit. The Burnt Hills Ballston Lake Business and Professional Association was very supportive and local businesses sponsored many of the holes. It was a big draw for families during the schools' winter break. A number of staff members volunteered to help manage the activity and to cover the circulation desk during the extra hours the library was open for the tournament. Of course, the Friends of the Library were there in full force providing assistance and baked goods for sale to the golfers.

Rebecca Darling, Youth Services Librarian

The Youth Services Librarian reported that she has participated in programs at Pashley and Charlton Heights Elementary Schools. All of the library's preschool programs are being well attended. "Music with Ms. Mona" is as popular as ever. The East Glenville Nursery School visited during the month. She was very happy that their two teen programs this month attracted participants (duct tape crafting and game design).

Ms. Darling reported that she came back from the PLA Conference with lots of information about innovative programming for young children, youth and teens. During March, she and Ms. Roberts-Delamater attended SALS Summer Reading Workshop. Ms. Darling also went to the one jointly put on by Mohawk Valley Library System and the Upper Hudson Library Federation. They gleaned useful programming, craft project and promotional ideas at these training sessions.

The library will receive some federal grant funding for the Summer Reading Program.

Reports of Committees:

The Buildings and Grounds Committee is continuing to investigate replacement of the library's current sign with an electronic one that would be easier to update and not as vulnerable to vandalism.

The Long Range Plan Committee: Barbara Wilson, Committee Chair, led the Trustees through a review of the existing Long Range Plan and provided historical information about its development, and the mandate that requires the development of a revised one. An issue likely to carry over from the existing plan is finding a solution to the acoustical problem generated by the design of the main floor work room.

The Committee has met to explore the hiring of a facilitator to assist in developing this plan. They discussed the pros and cons of the several facilitators' proposed approaches to this project.

One wanted to hold a number of all day meetings of the community members, who are recruited or volunteer to work on this initiative, to flesh out the new plan. Ms. Wilson, a veteran of the last long range plan process, opined that this approach proved to be unwieldy and drawn out.

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Another facilitator proposed conducting short meetings with internal and external stakeholder groups (i.e.: Library Board, town officials, Friends, staff, business people, patrons, teens, seniors, etc.) to elicit a true sense of the community's views of the library now and in the future, and to identify its place in the Ballston Lake-Burnt Hills-Charlton community. This facilitator is well regarded in the library and business marketing communities. She would help draft the long range plan and create a cohesive "brand" to be used in library descriptive and promotional materials.

The latter facilitator's approach held the most appeal for the Trustees. On a motion made by Sharon Rouis, which was seconded by Steve Zarelli, the Trustees voted unanimously to request the Ballston Town Board's support for use of \$8000 of the library's reserve funds to contract with the second facilitator to help us develop our required long range plan.

Ms. Wilson is hopeful that the new Long Range Plan can be developed by early to mid-summer.

Personnel and Policy Committees. Barbara Wilson, Jean Botta and Sharon Rouis will be meeting with Ballston Councilwoman Mary Beth Hynes to begin the review and updating of the Library Personnel Policy.

Approval of Bills.

The February 2012 bills, which had been reviewed and signed by Trustee Beth Bechtel, were unanimously approved on a motion made by Sharon Rouis and seconded by Barbara Wilson.

The March 2012 bills, which had been reviewed and signed by Sharon Rouis, were unanimously approved, with the caveat that a corrected Monthly Statement for March is issued to address the erroneous librarian salaries entry for the period, on a motion made by Jean Clancy Botta and a second by Keith Fieldhouse.

Unfinished Business:

- Environmental Report. Ms. DeAngelo and Trustee Steve Zarelli reported that workers from the several companies who have investigated the moldy smell in certain areas of the main floor have not been able to conclusively identify the source of the occasional odor. The air ducts been subjected to swab testing with no definitive results. One firm has loaned the library an ionization machine at no charge. Re-calking the windows may help and will be arranged. A "wait and see" approach seems advisable at present as the smell is not currently an issue.
- Book Delivery Program. (Discussed above under Director's Report.)
- Security Cameras. The purchase/installation of a camera to improve surveillance of the front parking lot was unanimously approved on a motion made by Jean Clancy Botta with a second from Barbara Wilson.

New Business:

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- SALS Trustee of the Year Award. Ms. DeAngelo, with editing assistance from Jean Clancy Botta, will nominate Tom Schottman for SALS Trustee of the Year Award.
- Approval of 2011 NYS Annual Report. This document was unanimously approved on a motion made by Keith Fieldhouse with a second from Steve Zarelli.
- The Town of Charlton Contract was signed last month by Vice President Barbara Wilson in the absence of Lawrence Rogers who was out of town.
- David Kenyon Landscaping Proposal. The Trustees advised the Director to accept his proposal with several minor changes. This was unanimously approved on a motion made by Sharon Rouis and a second by Lawrence Rogers.

Executive Session: On a motion made by Barbara Wilson, which was seconded by Jean Clancy Botta, the Trustees voted unanimously to go into Executive Session at 9:05 PM to meet with the Library Director to continue discussion on an individual personnel evaluation matter.

No further actions were taken so **the general session was adjourned at 9:40 PM.**

Minutes submitted by: Jean Clancy Botta.