

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
October 26, 2011**

Meeting called to order at: 7:10 PM by President Larry Rogers.

Present: Staff—Karen DeAngelo, Library Director. Trustees—Beth Bechtel, Jean Clancy Botta, Lawrence Rogers, Sharon Rouis, Barbara Wilson and Steve Zarelli. Town of Charlton Representative—Robert Lippiello, Councilman

Board Minutes: On a motion made by Barbara Wilson, which was seconded by Steve Zarelli, the Board of Trustees approved the Minutes of the September 28, 2011 meeting.

Report of Special Funds: The Trustees reviewed account balances. Board members recommended that the previous month's movie licensure costs be covered by operating funds rather than by the Baum Memorial Funds. Also, an overpayment last month of this charge (\$50.96) was refunded to the Baum Fund during this reporting period. The facilitator of the memoir writing program was paid \$150.

The Trustees discussed the bank's charge of \$5.00 for inactivity in the Trustees' Saving Account. It was suggested that this be addressed by moving these funds into the Trustees' Checking Account. Further motivation for making this change is that the rate of interest accrued on the Savings Account is so low as to make maintaining it not worthwhile.

Monthly Statements: The Trustees reviewed the October 2011 financial statements, including the Petty Cash Report. Expenses for this period were determined to be routine. Per the Trustees request Alan Sagendorf, Accounts Clerk, generated a summary sheet of the vendors that were paid this month. Trustee Beth Bechtel indicated that this document was most helpful when she did the close review of the October bills.

Librarians' Reports:

Karen DeAngelo, Library Director: Ms. DeAngelo reported that Ballston Highway Department workers removed the McDonald log cabin for the winter. When it is returned in the spring, it will be placed on the lawn so the entrance faces the road. During the first week of November, a Ballston town truck will be made available for debris from the clean-up of the library grounds by Rotary Club volunteers.

With regard to the report that Ballston does not have equipment that will reach the library's roof to allow for the cleanup of drainage pipes on the roof, Charlton Town Councilman Robert Lippiello said he would check on whether their Highway Department's bucket truck could meet this need. The Director reported that another leak has materialized; this one is by the HVAC unit. The roofing contractor (Cooper Construction) has been contacted to investigate.

The Friends of the Library have determined that purchasing new outdoor benches is cost prohibitive (at a cost of approximately \$2,000 each). They are exploring the possibility of a collaborative project with a Boy Scout endeavoring to fulfill an Eagle Scout service project as a means of replacing the benches.

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Board President Larry Rogers once again stated his desire to be involved in decision-making about the design and appearance of the replacement benches. The Friends are also gearing up for the fall book sale, which runs from November 17-19 at the Ballston Town Hall.

The Town is still recommending use of stone dust to fill sidewalk cracks. The Director was tasked with obtaining several quotes from concrete contractors for repair of heaving sidewalks and widening spaces between some sections of sidewalk.

The Director used the video surveillance system to make a count of library attendance for one week this month. A total of 1579 people came to the library. The busiest day was Thursday. To improve promotion of library programs and activities, the Director resolved to place a library newsletter in each issue of the free community newspapers as she observed many people picking up these handouts from the news stand in the lobby.

Ms. DeAngelo reported that the library fared well at the two towns' budget workshops. She said she would be attending Charlton's public hearing on the town-wide budget on October 31st.

A story about the library's book group, which is headed up by Senior Clerk Judy Kaplan, was featured in an article in *The Ballston Journal* this month. Attendance at the two special programs during October was excellent. The *Nook* (Barnes and Noble's E-book reader) program attracted 22 participants and the program conducted by the bat rehabilitator was attended by 27 adults and children.

Ms. DeAngelo attended a one-day virtual summit on e-books at SALS this month. The Director, the Youth Services Librarian and Ms. Roberts-Dalamater will be attending sessions at the NYLA Annual Conference in early November in Saratoga Springs.

Rebecca Darling, Youth Services Librarian

Ms. Darling was not present at this Board of Trustees meeting; but, a review of her monthly report indicates that the library staff was busy in October serving the children and young adults of the community. Pre-school programs have been well attended. *Toddler Yoga* will be offered for three weeks in November. On upcoming school half days, the library will be offering two programs for elementary students and two for teens.

Ms. Roberts-Dalamater has submitted the final report for the Target Grant; and, they are looking forward to receiving the project's story quilt, which is being assembled by Teresa Bashant, the textile artist who helped facilitate this endeavor.

Ms. Darling obtained a fee pass to attend *ComicCon* in New York City on October 13th, where she learned about new trends in digital comics. She also attended a workshop on the future of video games and libraries.

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Reports of Committees: The **Budget and Finance Committee** has been working with the Director on the 2012 budget. The **Buildings and Grounds Committee** continues to monitor the roofing and landscaping issues. The **Personnel Committee** has been working on the evaluation of the Director.

Approval of Bills: Barbara Wilson made a motion to approve the October bills as summarized by Beth Bechtel, this month's reviewer. This motion was seconded by Sharon Rouis, and unanimously approved by the Board of Trustees.

Unfinished Business:

2012 Budget was submitted to the town.

Public Library Association Conference. Given the partial financial support being afforded to our librarians by SALS and the librarians' willingness to economize on the costs, the Library Board voted to approve their attendance at the Public Library Association Conference next spring in Philadelphia. This vote was taken on a motion made by Jean Clancy Botta, with a second by Barbara Wilson.

Books on Wheels (MOW). The Director is hopeful that the Books on Wheels initiative will be kicked off in early December. Personnel changes at the Saratoga County Office of the Aging contributed to the delay. It is expected that clients of the two MOW Ballston routes and the one in Charlton will be able to participate in this program. MOW clients who go to Ballston's Town Hall for their meals will be able to borrow books and other media through a bookshelf stocked for their use there. Former Trustee Tom Schottman has been working with Ms. DeAngelo on this initiative.

Demand Charges. There was a thorough discussion, led by Board President Larry Rogers, of the reasons and possible remedies for the library's seemingly high costs for electrical demand charges. Mr. Rogers shared information about how the electrical utility company, National Grid, calculates these charges. Based on his research, it is likely that these charges will continue to accrue due to our hours of operation and the higher cost of electrical use during such peak times. The HVAC contractor will be contacted to ensure that the library's thermostats are set at appropriate set-back temperatures.

November Meeting Date. On a motion made by Jean Clancy Botta, with a second from Barbara Wilson, the Board of Trustees voted unanimously to hold our November meeting on November 30, 2011, rather than one week later as is traditional, because Thanksgiving is early this year.

New Business:

SALS Joint Automation Project. The Trustees unanimously approved sign-off of the 2012 project on a motion made by Steve Zarelli, with a second from Beth Bechtel.

Adjourned: The meeting was adjourned at 8:06 PM.

Minutes submitted by: Jean Clancy Botta.