

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
July 30, 2014**

**Meeting called to order at:** 7:03PM by President Steve Zarelli

**Present:** Karen DeAngelo; Library Director, Rebecca Darling; Youth Services Librarian

Trustees—Steve Zarelli, Tom Shaginaw, Susan Slovic, Susan Tomlinson, Cathy Hayden, Michelle Hernandez, Beth Bechtel

SALS representative – Sara Dallas, Director of the Southern Adirondack Library System

Town of Charlton Representative – Robert Lipiello

Community members – former Board of Trustees member Barbara Wilson

**SALS presentation:** Sara Dallas gave an overview of the Southern Adirondack Library System (SALS), including its purpose, services and manner of functioning. Ms. Dallas noted that the New York State Construction Project Grant application is due at the end of August 2014 and that the state aid which was approved in April 2014 should be available soon. In November 2014, the New York Library Association will meet in Saratoga Springs, NY, with resources and programs for library staff and trustees. Ms. Dallas noted the benefits of online services for trustees and Collection HQ, an organization system for the library's inventory.

Ms. Dallas had several suggestions for points of consideration in response to a question from Steve Zarelli. These suggestions included having the library continue to support early literacy, provide opportunities to support science enrichment, consider partnership with other community groups, remain involved with new technology, and promote the library as a place for community gathering and meeting. Ms. Dallas emphasized the importance of advocacy for staff members and trustees.

**Board Minutes:** On a unanimous motion made by Susan Tomlinson, with a second from Tom Shaginaw, the Board of Trustees approved the minutes of the June 25, 2014 Board of Trustees meeting.

**Report of Special Funds:** Account funds for July 2014 were reviewed in session and found to be accurate. The Library is grateful for the generous donations from Frederick Baum, It Takes 2 to Q Agility Club, Inc. and the BH-BL Rotary.

**Monthly Financial Statements:** Financial statements for July 2014 were reviewed and found to be largely on target for this point in the fiscal year. Ms. DeAngelo stated that the library will be reimbursed soon through insurance funds for a large portion of the repairs to the building.

**Approval of Bills:** The July 2014 bills which were reviewed and signed by Beth Bechtel were unanimously approved on by a motion made by Michelle Hernandez, with a second from Susan Tomlinson.

### **Librarians' Reports:**

#### **Karen DeAngelo, Library Director:**

The new library sign is almost complete and will be placed soon. Senator Farley will be notified and invited to attend when the sign is presented. Ms. DeAngelo has created a press release for the public to outline the details surrounding the new sign.

Regarding flood repairs, the necessary painting has been completed and the rug in the staff room and surrounding area will be replaced on July 31, 2014.

Ms. DeAngelo attended the Capital District Library Conference New York Heritage Meeting on July 23, 2014 where she learned about a variety of ways other libraries are using and publicizing digital collections in programs and in social media.

#### **Rebecca Darling, Youth Services:**

The Saratoga Youth Bureau completed a recent audit of youth services in the library and gave a very positive review, noting that the children's area was clean, welcoming and easily accessible.

The "Fizz, Boom, Read" theme has been very well liked by children participants. Many science related programs were presented including the Mobile Planetarium, an egg incubation project, a volcanoes program and a program about wildlife rehabilitation with live owls. 276 people attended the owl presentation. The teen overnight was held with funds from the Saratoga Youth Bureau and the Friends of the Library and was very successful.

Next week is the last week of the summer reading program. Ms. Darling presented the fall schedule for youth programming.

Ms. Darling will attend the NYLA Conference November 4-8, 2014 in Saratoga Springs, NY.

### **Reports of Committees:**

**Building and Grounds:** AJ Signs will pour concrete soon in preparation for the placement of the new sign.

### **Unfinished Business:**

**Preliminary Budget Proposals:** Tom Shaginaw presented for the Budget and Finance committee.

The Budget and Finance Committee has had several meetings with Ms. DeAngelo to discuss the preliminary 2015 budget. The budgets for the past several years were reviewed in order to base the 2015 budget on actual expenditures, especially with regard to fixed costs. The Town of Charlton Board has not yet confirmed their 2015 contribution to the library, which is a significant source of revenue for the library. The library continues to advocate for pay equity for library staff with regard to town clerk pay. A primary consideration for the budget is the ongoing impact of the state's minimum wage raise.

A discussion

was held about revenue sources including the Town of Charlton's contribution and expenditures including salaries and benefits.

NYS 2014/2015 Construction Grant: The deadline for submitting a grant application to the New York State Library/Division of Library Development is October 16, 2014. This application needs to be submitted to SALS by September 5, 2014. Using information for Phase One from recent architectural plans, Ms. DeAngelo and the Building and Grounds Committee will complete this application.

**New Business**

Committee Selections: As President of the Board of Trustees, Steve Zarelli is a member ad hoc of all committees.

Policy – Beth Bechtel, Susan Slovic, Susan Tomlinson

Building and Grounds – Michelle Hernandez, Tom Shaginaw

Budget and Finance – Michelle Hernandez, Tom Shaginaw

Personnel – Beth Bechtel, Cathy Hayden, Susan Tomlinson

Long Range Planning – Cathy Hayden, Susan Slovic

On a unanimous motion made by Susan Slovic, with a second from Cathy Hayden, the Board of Trustees voted to adjourn the meeting at 9:17pm.

**Minutes submitted by:** Beth Bechtel, Secretary