**Town of Ballston Community Library**

**Board of Trustees Meeting Minutes**

**September 28, 2016**

**Meeting called to order at:** 7:05 pm by President Steve Zarelli

**Present:** Karen DeAngelo, Library Director; Jenn Richard, Head of Adult Services

Trustees— Beth Bechtel, Cathy Hayden, Susan Slovic, Susan Tomlinson, Steve Zarelli

**Board Minutes:** On a motion made by Susan Tomlinson, with a second from Beth Bechtel, the Board of Trustees unanimously approved the minutes of the August 31, 2016 Board of Trustees meeting with the following amendment: *The meeting was called to order at 7:05 pm.*

**Report of Special Funds**: Special funds for September 2016 were reviewed.

**Monthly Financial Statements:** Financial statements for September 2016 were reviewed. While some line items are tracking below budget it was anticipated that all would be at budget by end of year.

**Approval of Bills:** The September bills, which were reviewed and signed by Steve Zarelli, were unanimously approved by the Board of Trustees on a motion made by Susan Slovic, with a second from Cathy Hayden.

**Librarians’ Reports:**

Karen DeAngelo, Library Director: Ms. DeAngelo shared that a check from NYS for the final 10% of the 2015 and 2016 Library Construction Grants was received, completing the cycle for both grants.

Ms. DeAngelo attended a Disability Workshop and a SALS Director’s Council meeting this month. She will also be participating in a free series of disaster planning workshops and webinars to assist in creating a library disaster plan for approval by the trustees at the November meeting. She is also attending a Digital Shift virtual conference in October.

Rebecca Darling, Head of Youth Services: No verbal report.

Jenn Richard, Head of Adult Services: Ms. Richard reported that the library has received a disc repair machine. Instead of replacing damaged discs, the library will be able to repair many of them in an efficient and timely manner.

Ms. Richard attended two workshops: *Emerging Technologies for the Busy Librarian* and *Bring your Own Device – Social Media Marketing your Library.*

The Library hosted the League of Women Voters in the lobby on September 27.

Ms. Richard is looking into the possibility and logistics of starting a cake pan collection that can be loaned to library patrons.

**Reports of Committees:**

Long Range Planning Committee: Ms. DeAngelo reported that 200 surveys have been collected. Nancy Berkowitz will compile all of the data from our outreach efforts and present a draft long range plan for the trustees to review at the October meeting. Any comments and revisions will be incorporated into a final plan to be voted on at the November meeting.

**Unfinished Business:**

2017 Budget Revision: Ms. DeAngelo presented 2017 budget revisions resulting from conversations with Jeanette Borthwick, Town of Ballston Budget Officer. A contingency line item of $1000 was added and adjustments were made to health insurance, retirement, social security (6.2% of wages), Medicare (1.45% of wages) and disability ($2.19 per month for males and $4.47 per month for females). On a motion by Cathy Hayden, with a second by Susan Tomlinson, the Board of Trustees unanimously approved to submit the budget as amended.

**New Business:**

Appoint new Page: A motion to appoint Bill Newsom to the position of library page, made by Beth Bechtel and seconded by Susan Slovic, was unanimously approved.

Appoint PT Library Clerk: A motion to change Kelly Shaginaw from substitute library clerk to PT Library clerk, made by Susan Tomlinson and seconded by Cathy Hayden, was unanimously approved.

2017 Holiday Calendar: Ms. DeAngelo presented the proposed Holiday Schedule for 2017. On a unanimous motion by Cathy Hayden, with a second by Beth Bechtel, the Board of Trustees approved the following dates:

Monday, Jan. 2 – closed for New Year’s Day (Observed)

Monday, Jan. 16 – closed for Martin Luther King Jr. Day

Monday, Feb. 20 – closed for Presidents’ Day

Monday, May 29 – closed for Memorial Day

Thursday, June 8 – close at 5pm for Flag Day Parade

Tuesday, July 4 – closed for Independence Day

Monday, Sept. 4 – closed for Labor Day

Monday, Oct. 9 – closed for Columbus Day

Saturday, Nov. 11 – closed for Veterans’ Day

Wednesday, Nov. 22 – close at 2pm for Thanksgiving

Thursday, Nov. 23 – closed for Thanksgiving

Friday, Nov. 24 – closed for Thanksgiving

Saturday, Nov. 25 – closed for Thanksgiving

Saturday, Dec. 23 – closed for Christmas

Monday, Dec. 25 – closed for Christmas

FT staff will receive one floating holiday and timing for a staff development day is still to be determined.

Special Hours for Election Day: A motion to extend library hours by five additional hours on Election Day 2016, made by Beth Bechtel and seconded by Cathy Hayden, was unanimously approved.

Staff Development Day: Ms. DeAngelo discussed the possibility of holding a 2017 staff development day between 5:00 and 8:00 pm on a weeknight. She will be evaluating a possible agenda for further discussion.

**Adjournment:**

On a unanimous motion by Cathy Hayden, with a second by Susan Tomlinson, the Board of Trustees voted to adjourn the meeting at 8:45 pm.

**Minutes submitted by:** Susan Slovic, Secretary