

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
September 27, 2017**

Meeting called to order at: 7:11 pm by President Steve Zarelli

Present: Rebecca Darling, Interim Library Director / Head of Youth Services; Jenn Richard, Head of Adult Services

Trustees— Michelle Hernandez, Susan Slovic, Tom Shaginaw, John Capano, Steve Burchett, Susan Tomlinson, Steve Zarelli

Town of Charlton Representative – Doug Ranaletto

Board Minutes: On a motion made by Michelle Hernandez, with a second from Susan Tomlinson, the Board of Trustees unanimously approved the minutes of the August 30, 2017 Board of Trustees meeting.

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

Monthly Financial Statements: Financial statements for September were reviewed.

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 Tom Shaginaw, with a second by John Capano.

Librarians' Reports:

Jenn Richard, Head of Adult Services: Ms. Richard indicated that in September the library hosted 13 adult programs with approximately 80 people attending. An update on the library's non-traditional collections was provided: aux cords for playaways have circulated 35 times in the past year and cake pans have circulated 108 times since being introduced in December of 2016.

Rebecca Darling, Interim Director / Head of Youth Services: The fall session for youth services has begun and includes four kid/teen book clubs each month and seven weekly preschool programs. Programming will also be offered on all BH-BL half days. Kindergarten classes from Stevens will be coming to the library for a field trip and will have the opportunity to receive library cards. Library staff have also attended back to school nights at the elementary schools and offered to sign up students for library cards using remote access through a tablet.

Reports of Committees:

Personnel: Mr. Zarelli indicated that the Trustees would meet in executive session to discuss the Director search.

Budget: Mr. Shaginaw reported that the Library's proposed 2018 budget had been presented to both the Town of Charlton and the Town of Ballston. The budget as proposed included a \$16,663 increase (3.2%) to the Town of Ballston revenue contribution. After discussion with the town, the library was asked to accommodate a 0% increase. The trustees discussed various options for meeting this request.

On a unanimous motion by Tom Shaginaw, with a second from Steve Burchett, the Board of Trustees approved a modification to the 2018 budget request that would result in a zero increase by using the library's fund balance to cover the difference between the 2018 and 2017 budget proposals.

Unfinished Business:

Budget Discussion: Covered under Reports of Committees.

Director Search: Covered under Reports of Committees.

Roof and Building Issues: Ms. Darling provided the Building and Grounds Committee with heating and cooling service contract proposals from three companies. The library's current contract will expire in October. The committee will evaluate the options and make a recommendation for the coming year.

Library Tax ID Number: Ms. Darling provided an update on the IRS suspension of the library's tax ID number that is used when applying for grants. The IRS is processing our request for a retroactive reinstatement.

New Business:

Library Gardens and Landscaping: Ms. Darling and Ms. Richard discussed an estimate for the library grounds to be cleaned up and prepped for the winter, including trim work on bushes and the removal of a dead tree. Currently, the library relies on volunteers to help maintain the gardens and landscaping but has not been able to identify a group who could take on these responsibilities prior to winter. The Board of Trustees discussed different community groups that might be approached next spring and summer and authorized library management to incur the cost from the Repairs to Building budget line for the immediate work that needs to be done.

Active Shooter Training: Ms. Darling and Ms. Richard recently attended an active shooter training session at the Town of Ballston. Saratoga County Sheriff Kenneth D. Cooper, Jr. conducted the training and offered to visit the library and conduct an assessment. Ms. Darling will work on the arrangements.

Appoint New Library Assistant: On a unanimous motion by Steve Burchett, with a second by Susan Tomlinson, the Board of Trustees approved the appointment of Rong-Jane Chen to the position of library assistant in youth services.

Temporary Pay Change: On a unanimous motion by Tom Shaginaw with a second by Steve Burchett, the Board of Trustees voted to extend a change in pay (\$13 per hour) for Jennifer Lambiase and for Deborah Fiedler as necessary, but no longer than December 31, 2017. Ms. Fiedler and Ms. Lambiase have been given the temporary authority to act as Person in Charge and the pay rate reflects that additional responsibility.

Executive Session:

On a unanimous motion made by Susan Tomlinson, with a second from John Capano, the Board of Trustees voted to adjourn the public session of the meeting at 8:24 pm and enter executive session in order to discuss the director search process and candidates. On a unanimous motion made by Michelle Hernandez, with a second from John Capano, the Board of Trustees voted to exit executive session, where no action was taken, at 9:25 pm.

Adjournment:

On a unanimous motion by Steve Burchett, with a second by Susan Tomlinson, the Board of Trustees voted to adjourn the meeting at 9:26 pm.

Minutes submitted by: Susan Slovic, Secretary