

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
February 28, 2018**

Meeting called to order at: 7:02 pm by President Steve Zarelli

Present: Colleen Smith, Library Director; Rebecca Darling, Head of Youth Services; Jenn Richard, Head of Adult Services

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

Town of Ballston Representative – Kelly Stewart

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 January 31, 2018 Board of Trustees meeting.

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

Monthly Financial Statements: Financial statements for February 2018 were reviewed.

Approval of Bills: The February bills which were reviewed and signed by Susan Slovic, were unanimously approved by the Board of Trustees on a motion made by Tom Shaginaw, with a second from Michelle Hernandez.

Librarians' Reports:

Colleen Smith, Library Director: Ms. Smith reported on several building issues. The lock on one of the restrooms will be repaired by Joseph Mangione Locksmith. The family restroom signs for the first floor have been ordered and Fridholm Painting will provide a quote for painting the back hallway on the first floor. Global Communications updated the automated attendant greeting and phone display screens and provided instructions for the Library to make future changes to the greeting.

The Friends of the Library held their 7th Annual Mini Golf fundraiser February 23-24. It was very successful with more than 300 attendees this year, an increase of 65 over the prior year.

Ms. Smith attended Library Advocacy Day in Albany earlier today.

The library received the signed 2018 library services agreement from the Town of Charlton. The library will once again receive \$39,100, in quarterly installments, during 2018.

Rebecca Darling, Head of Youth Services: Spring programming began this week. The Youth Services staff are once again offering seven weekly preschool programs, four book clubs, two STEM programs and Table Top Game nights.

Special events are planned for St. Patrick's Day and Hans Christian Andersen's birthday.

Staff continue to prepare for Summer Reading and will partner with BH-BL Summer Rec, the Glenville YMCA and Jenkins Park this summer.

Jenn Richard, Head of Adult Services: Ms. Richard and Ms. Darling created a new program brochure to replace the style used in the past. Program sign up for adult programs seems to have picked up, possibly due to the revamped newsletter and new brochure.

Ms. Richard raised concerns with the library's internet capacity, noting slowness in service. One alternative is to purchase a business line for \$75 month. The Trustees encouraged the librarians to work with SALS on a recommendation that would take into consideration usage today as well as expected usage into the future. The Trustees noted the possible budget impact for coming years.

Reports of Committees:

Personnel: Steve Zarelli indicated that the Trustees would meet in executive session to discuss the three-month performance evaluation of the Library Director.

Building and Grounds: Steve Burchett updated the Trustees on conversations he has had with vendors about possible replacement of the library's lighting with new LED lighting. The next steps in the process are to calculate the return on such an investment and fully understand assumptions in that calculation. There was further discussion about whether there may be grant money available. Initial discussions about the bidding process were also held.

Unfinished Business:

SAM Challenge Grant (Book Return): Butler Rowland Mays made a site visit on February 26 in order to make recommendations for the new outdoor book return location. Two different locations were discussed, and they will be sending their formal recommendation in the next couple weeks.

SAM Construction Grant (Roof): The bid for roof repairs/unit installation is being prepared. The library has been in touch with the Town of Ballston for assistance.

Patron Reinstatement Letter: A library patron who had been barred from the library has asked to be reinstated. The Town of Ballston attorney has reviewed a reinstatement letter and associated conditions that must be met. The letter was sent via certified mail to the patron.

Active Shooter Training: Conversations to conduct active shooter training continues. The training will occur when the library is closed on a date yet to be determined. Ms. Smith raised additional ideas from staff concerning safety issues. The Board of Trustees encouraged the librarians to identify best practices for building and staff security and to bring those ideas to the Board.

New Business:

Approval of NYS Annual Report: Ms. Smith presented the NYS annual report, which SALS submits on the library's behalf. On a motion made by Tom Shaginaw, with a second from Michelle Hernandez, the Board of Trustees unanimously approved the report as submitted.

BH-BL BPA Meeting: The library will host the March 7 general meeting of the BH-BL BPA from noon – 1:00 pm in the Community Room.

New Book Club Shelf Purchase: The library currently offers four adult book clubs. The books are shelved on two existing bookcases on the ground floor of the library. Because shelf space is severely limited, the librarians requested that a third shelf be purchased to match the existing pair.

After discussion, the Board of Trustees, on a motion by Susan Tomlinson and seconded by Steve Burchett, voted unanimously to fund \$750 of the anticipated cost from the library's furniture budget and \$750 from the Trustees Fund.

Executive Session:

On a unanimous motion made by Tom Shaginaw, with a second from Steve Burchett, the Board of Trustees voted to adjourn the public session of the meeting at 8:16 pm and enter executive session in order to discuss the library director performance evaluation. On a unanimous motion made by Steve Burchett, with a second from Susan Tomlinson, the Board of Trustees voted to exit executive session, where no action was taken, at 8:51 pm.

Adjournment:

On a unanimous motion by Steve Burchett, with a second by Michelle Hernandez, the Board of Trustees voted to adjourn the meeting at 8:52 pm.

Minutes submitted by: Susan Slovic, Secretary