**Town of Ballston Community Library**

**Board of Trustees Meeting Minutes**

**February 28, 2018**

**Meeting called to order at:** 7:01 pm by President Steve Zarelli

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

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

**Board Minutes:** On a motion made by Tom Shaginaw, with a second from Susan Tomlinson, the Board of Trustees unanimously approved the minutes of the February 28, 2018 Board of Trustees meeting.

**Report of Special Funds**: Special funds for March 2018 were reviewed.

**Monthly Financial Statements:** Financial statements for March 2018 were reviewed.

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

**Librarians’ Reports:**

Colleen Smith, Library Director: Ms. Smith reported on a number of building issues. The library has received quotes for painting the back hallway. Joseph P. Mangione Locksmith has repaired the broken men’s restroom door lock and will repair a broken back door handle once replacement parts arrive.

Appolo Heating came on 3/26 to look at heating in the Community Room. The room has been exceedingly cold at times, and changing the dial thermostat hasn’t worked. Appolo is scheduled to return on 4/17 for maintenance on the rooftop units. A Carrier representative will attend to look at the thermostat in the Community Room at the same time.

Ms. Richard and Ms. Smith met with Alarm & Suppression to discuss additional security measures that could be employed at the library, including panic buttons and motion detectors. On a related note, BH-BL Fire Department conducted a walk-through on 3/19.

The library will offer Active Shooter Training (4/14) and Active Shooter Drill (4/21) events in April. They will be led by Saratoga County Sheriff’s Office and Amy Burkert from Community Hospice. Both events will be open to the public and staff.

Ms. Smith met with Town of Charlton Councilman Doug Ranaletto regarding Charlton Founders Day. The library will participate in the Founder’s Day Party in the Park on June 2.

Rebecca Darling, Head of Youth Services: Ms. Darling announced that the library will once again incubate eggs this spring. Two programs will be offered as part of the program. The first is to learn about incubation and a live chicken and rooster will make a visit. The second program will involve candling the eggs to learn about embryo growth.

Ms. Darling is working with Ryanne Gordon on her Silver Award for Girl Scouts. Ms. Gordon will be restoring the log cabin that sits on the library lawn.

There is an open position for a Library Page. Ms. Darling is interviewing applicants.

On 3/21-24, Ms. Darling and Ms. Richard attended the PLA Conference in Philadelphia and benefited from a wide variety of programming and a vendor trade show.

Jenn Richard, Head of Adult Services: During March, the library hosted 9 adult services programs with approximately 70 people in attendance. The Fermentation 101 class was a new offering and was positively received.

Ms. Richard has submitted an order for computers to replace those that will become out of date in the coming months.

Upon discussion with Joint Automation regarding the library’s internet needs, the library has requested a quote from Spectrum for a business internet line.

**Reports of Committees:**

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

**Unfinished Business:**

SAM Challenge Grant (Book Return): Butler Rowland Mays has provided site recommendations for the new outdoor book return location. Three locations were reviewed: (1) near the flagpole in front of the library, (2) near the log cabin to the right of the library entrance, and (3) by the back service entrance to the library. The Trustees discussed the pros and cons of each location and considered such factors as safety, visibility, and ease of use for both patrons and staff. The librarians have a pricing estimate for option 1 and will request an estimate for option 3.

SAM Construction Grant (Roof): Ms. Smith is preparing the bid for roof repairs/unit installation and met with Town of Ballston attorney Debra Kaelin for guidance.

**New Business:**

Phone update and Internet: The Town of Ballston has selected Tech II as their new phone vendor and plans to have the library included in their new phone system. Ms. Smith, Mr. Shaginaw, Chris Mundell from Joint Automation and Stacey Gaskell from Tech II met on 3/21 to review the library’s current and future phone needs. In the proposed plan, the library’s phone system would be connected to the Town phone system by an Internet connection. The new Internet line that the library was already pursuing for improving public internet access can also be used for this purpose.

Sidewalks: Ms. Smith reported that a patron had recently stumbled on the front sidewalk at the library. The sidewalks have heaved in spots and the result is an uneven walkway with some cracking. Ms. Smith indicated that she had located an old bid to demolish the sidewalks and replace them. Mr. Shaginaw suggested that the library request new bids with the objective being flat and safe walkways.

Security: Ms. Smith has received quotes from Alarm & Suppression Inc. for the purchase and installation of panic buttons and/or motion detectors to provide additional security within the library for both patrons and staff. The Trustees discussed the different options available and requested clarification of details between the proposals.

SALS Annual Meeting: Ms. Smith reported that the meeting this year will be on Monday, May 21, from 5:00 – 9:00 pm at the Courtyard Marriott in Saratoga Springs.

**Executive Session:**

On a unanimous motion made by Susan Tomlinson, with a second from Tom Shaginaw, the Board of Trustees voted to adjourn the public session of the meeting at 8:41 pm and enter executive session in order to discuss the library director’s performance evaluation. On a unanimous motion made by Tom Shaginaw, with a second from Susan Tomlinson, the Board of Trustees voted to exit executive session, where no action was taken, at 9:02 pm.

**Adjournment:**

On a unanimous motion by John Capano, with a second by Susan Slovic, the Board of Trustees voted to adjourn the meeting at 9:03 pm.

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