

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
July 29, 2015**

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

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

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

Town of Ballston representative – John Antoski

Board Minutes: On a unanimous motion made by Susan Tomlinson, with a second from Cathy Hayden, the Board of Trustees approved the minutes of the June 24, 2015 Board of Trustees meeting.

Report of Special Funds: Special funds for July 2015 were reviewed. Deposits for summer reading programs were made in the amounts of \$110 and \$133.25. Withdrawals for The Puppet People production and Crafts for Learning, in the amounts of \$275 and \$850 respectively, were made.

Monthly Financial Statements: Financial statements for July 2015 were reviewed and found to be within range for this point in the fiscal year.

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

Librarians' Reports:

Karen DeAngelo, Library Director: Ms. DeAngelo reported that Senator Farley has awarded the library with a \$10,000 Bullet Aid grant. The library is grateful for this generous award and appreciates the Senator's ongoing support of our library's mission.

Ms. DeAngelo updated the board on the following staffing announcements:

- Library Clerk Jim Troyan is leaving for full time employment as of August 6.
- Library Clerk Ken Madej is retiring at the end of September.
- Library Page Angela Sommerer is leaving on August 16.
- Librarian I Jenn Richard will be on temporary leave starting in mid-August.

The board discussed an anonymous suggestion that the library discontinue offering yoga classes on the grounds that yoga is based on religious beliefs. Furthermore, the patron suggested offering alternative forms of exercise as a replacement for yoga. The board noted the suggestion and commented that several different aerobic options for patrons are currently offered with a primary focus being the exercise and health benefits.

Ms. DeAngelo reported that the library is evaluating an online magazine service for patrons.

Ms. DeAngelo reported on repairs to the rooftop heating and cooling units and indicated that repairs were sufficient, rather than replacement, at this time.

Rebecca Darling, Youth Services: Ms. Darling reported that the summer reading program is in week 5 and participation has been high. Highlights include a production of Jack and the Beanstalk by the Puppet People, made possible through a partnership with the Greater Glenville Family YMCA and through a Family Literacy Grant. Thanks to the Friends of the Library and the Saratoga County Youth Bureau for funding the Heroes vs. Villains Overnight for teens and to the Baum Fund for making five robotics programs possible this summer.

Ms. Darling also reported that she would be attending the NYLA Annual conference in Lake Placid this October. She will be attending a Leadership and Management Academy course and is the First Year Chair of the Youth Services Section Conference Planning Committee.

Reports of Committees:

Construction Committee: Mr. Shaginaw reported on the construction committee noting that he and Ms. DeAngelo had met on July 2, 2015 with the architects, Lisa Hayes and Paul Mays, to discuss the renovation project. The design development/construction documents phase and the bidding/procurement phase have both been completed and billed to date leaving only the administration of construction phase left to complete. Costs incurred to date are within project estimates.

Mr. Shaginaw noted that Wainschaf formally agreed to hold their bid open until 31 August. There was discussion of providing a Letter of Intent to Wainschaf in order to assure them that the library is intent to move forward but cannot do so until receipt of the NYS Construction Grant letter which has not yet arrived.

There was discussion on hiring a Clerk of the Works. It was noted that the Clerk of the works is a professional service and does not have a prevailing rate requirement. During the meeting on July 2nd, the group discussed the possibility of Lisa Hayes, architect, acting as a de facto Clerk of the Works for procurement and other aspects of the construction.

The topic of safety was addressed. The architects indicated that the design team and owners are not responsible for means and methods; Wainschaf has primary responsibility for this.

The group discussed the change order process and noted there will need to be a town board resolution to identify the person authorized to execute a change order, up to a certain cost threshold. Beyond the threshold, board action would be required. Occasionally, change orders are time critical (for safety issues, etc.) and a Time and Material change order is executed immediately. The architects will help with this process and recommended that the library plan for \$3,000-\$6,000 (1-2% of the overall construction budget) in the event there are unknown conditions, coordination issues or owner requests that materialize.

The Wainschaf bid does not include any contingency funds, as they are not permitted in this type of contract. It was suggested that the library hold \$15,000 (5% of the overall construction budget) in contingency funds.

Once the bid is formally accepted, there will be a pre-construction meeting to review all attributes of the project.

Unfinished Business:

Construction Bid: On a unanimous motion by Tom Shaginaw, with a second from Beth Bechtel, the Board of Trustees voted to recommend that the Town of Ballston approve the Wainschaf construction bid pending receipt of the NYS Construction Grant letter indicating an award of no less than \$132,364.

Staffing Changes: A discussion was held regarding the previously announced retirement of Judy Kaplan as well as more recently announced staffing changes. Ms. DeAngelo discussed her proposed staffing plan and Mr. Shaginaw noted the impact to the library's budget in years 2015-2017.

On a unanimous motion by Cathy Hayden, with a second from Beth Bechtel, the Board of Trustees voted to approve Ms. DeAngelo's proposal to hire a temporary half-time Librarian I to cover Jenn Richard's upcoming temporary leave.

There was additional discussion on Ms. DeAngelo's proposal to add a Librarian II position and the general desire to have a professional librarian available whenever the library is open to the public. On a unanimous motion by Susan Tomlinson, with a second by Beth Bechtel, the Board of Trustees voted to recommend to the Town of Ballston that the library hire a full-time Librarian II to replace the existing Senior Library Clerk position as well as the half-time Librarian I position at an annual salary of \$45,000 (less 10% for the first probationary year). With this new position, the Library will be staffed with a total of three professional librarians.

On a unanimous motion by Cathy Hayden, with a second by Tom Shaginaw, the Board of Trustees voted to recommend to the Town of Ballston the promotion of Rebecca Darling to Librarian II at an annual base salary of \$45,000, in recognition of increased supervisory responsibilities and years of experience.

2016 Budget Discussion: Ms. DeAngelo presented a preliminary 2016 budget. She also reviewed year-end 2014 expenditures and year-to-date 2015 expenditures by line item. Ms. DeAngelo was asked to obtain additional information for several areas. Sources of revenue were outlined. The Town of Charlton Board has not yet confirmed their contribution to the library, which is a significant source of revenue. The 2016 budget will be discussed further at the August 2015 Board of Trustees Meeting.

New Business

"Found" money policy: Deferred.

Friends Liaison: Cathy Hayden will be the liaison for the Friends morning meetings and Susan Tomlinson will be the liaison for the Friend's evening meetings.

Review of Moving Company Estimate: Ms. DeAngelo has received an estimate for moving materials and furniture throughout the renovation and construction project. She has also contacted a second company for an estimate.

Temporary Staff Changes: Discussed as part of staffing changes under Unfinished Business.

On a unanimous motion made by Tom Shaginaw, with a second from Susan Tomlinson, the Board of Trustees voted to adjourn the meeting at 9:25pm.

Minutes submitted by: Susan Slovic, Secretary