

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
June 24, 2015**

Meeting called to order at: 7:02 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, Michelle Hernandez, Beth Bechtel

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 May 27, 2015 Board of Trustees meeting as amended to correct: Susan *Slavic* to Susan Slovic under the Approval of Bills section and *Michele* Hernandez to Michelle Hernandez in the motion to adjourn the meeting.

Report of Special Funds: Special funds for June 2015 were reviewed. A donation from the Friends of the Library in the amount of \$481.50 was deposited, representing half of the total sales from the spring book sale.

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

Approval of Bills: The June bills which were reviewed and signed by Beth Bechtel were unanimously approved on by the Board of Trustees on a motion made by Tom Shaginaw, with a second from Susan Slovic. Direct Energy bills for January 2015 and February 2015 were paid in June 2015, due to the company's billing oversight.

Librarians' Reports:

Karen DeAngelo, Library Director: Ms. DeAngelo is organizing plans for furniture and equipment moving and storage during the anticipated construction project.

Ms. DeAngelo has completed her time as secretary for the SALS Director's Council.

A patron tripped stepping onto the curb in the parking lot on June 8, 2015. Library staff provided ice and an incident report was filed. Ms. Darling found the occurrence on surveillance video and made a copy of it.

Rebecca Darling, Youth Services:

Ms. Darling visited Charlton Heights and will attend Stevens and Pashley school assemblies to discuss the Summer Reading Program. This program begins June 29, 2015 and runs until August 7, 2015.

Ms. Darling attended three days of training at NYLA for the Leadership and Management Academy to attend workshops on Leadership, Legal Issues and Strategic Plans.

Ms. Darling noted that she is now supervising all of the library pages. A page staff meeting was held on June 1, 2015.

Reports of Committees:

Construction Committee: Mr. Shaginaw reported on the construction committee noting that the committee had met on June 18, 2015 and that discussion touched on the 3 bids that were received, the suitability of the lowest bidder, Wainschaf Associates, the fact that the bid is within the original estimate, the time line envisioned for construction and the need for a construction pre-meeting.

There was further discussion relating to the DLD grant. Ms. Darling, Ms. DeAngelo and Mr. Shaginaw reported that they had attended a SALS briefing on the process to pursue the 2015/2016 DLD grant, and during that meeting, SALS representatives noted that the 2014/2015 grant letters will likely not be distributed until September. This directly impacts the library's ability to begin construction.

Ms DeAngelo reported that she and the library team have done pre-work on move planning and temporary operations during the construction.

There was a discussion about connecting with Senator Farley to help defray some construction costs.

Unfinished Business:

Staffing Changes: A discussion was held regarding how the proposed staffing changes may impact 2016 and 2017 budgets. Mr. Shaginaw plans to compare several possibilities for budget preparation to present to the Board. Budget preparation will determine whether the library will move ahead with proposed staffing changes.

On a unanimous motion made by Tom Shaginaw, with a second from Susan Tomlinson, the Board of Trustees voted to approve proposed organization and personnel changes pending determination of the 2017 payroll (salaries, benefits, etc.) to be not greater than \$355,000, predicated on continued 2% rate increases for employees and on compliance with all known mandatory wage and expense increases.

Construction Bid Vote: A vote was tabled until further information is received, including the grant letter from SALS.

New Business

Officer Elections: On a unanimous motion made by Beth Bechtel, with a second from Cathy Hayden, the Board of Trustees voted to approve the following officers for the upcoming year, beginning July 2015:

President – Steve Zarelli

Vice President – Susan Tomlinson

Secretary – Susan Slovic

Treasurer – Tom Shaginaw

2016 Budget Discussion: The 2016 budget will be discussed further at the July 2015 meeting after information is presented by Ms. DeAngelo and Mr. Shaginaw.

On a unanimous motion made by Cathy Hayden, with a second from Susan Slovic, the Board of Trustees voted to adjourn the public session of the meeting and enter executive session to discuss a specific staff member at 7:53 pm. On a unanimous motion made by Cathy Hayden, with a second from Michelle Hernandez, the Board of Trustees voted to exit executive session at 8:19pm. On a unanimous motion made by Tom Shaginaw, with a second from Susan Slovic, the Board of Trustees voted to adjourn the meeting at 8:19pm.

Minutes submitted by: Beth Bechtel, Secretary