

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
September 30, 2015**

Meeting called to order at: 7:03 pm by Vice President Susan Tomlinson

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

Trustees—Susan Tomlinson, Tom Shaginaw, Susan Slovic, Cathy Hayden, Beth Bechtel, Michelle Hernandez

Town of Ballston representative – John Antoski

Town of Charlton representative – Robert Lippiello

Board Minutes: On a unanimous motion made by Beth Bechtel, with a second from Michelle Hernandez, the Board of Trustees approved the minutes of the August 26, 2015 Board of Trustees meeting.

Report of Special Funds: Special funds for September 2015 were reviewed.

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

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

Librarians' Reports:

Karen DeAngelo, Library Director: Ms. DeAngelo reported that she had met with Dennis Pokrzywka from the Town of Ballston regarding disaster preparedness. It was discussed that the Library could be a back-up command center in the event of a disaster and the Town Hall was not available. The Library has PCs ready for use and established places for charging devices. A generator would be needed to ensure power and Ms. DeAngelo indicated she would look for available grants that might help us purchase one.

Interviews for the Librarian II position are in progress. Ms. DeAngelo thanked Susan Tomlinson for her assistance with the interviews.

The Library staff are preparing for the upcoming construction by moving books and evaluating items that may no longer be needed.

A Flash Book Sale was recently conducted by the Friends of the Library which generated over \$300.

A donation of \$300 from Judy Rightmyer was gratefully received. Ms. Rightmyer conducted yoga classes over the summer and in lieu of fees, asked that attendees donate to the Friends of the Library.

The library has made some adjustments to the management of donation receipts after considering suggestions for change following another local library's audit.

Ms. DeAngelo noted that she and Ms. Darling are reviewing a scheduling and time clock software on a free trial basis.

Rebecca Darling, Youth Services: Ms. Darling reported that programs for Preschool and Elementary children are going well. Drop-in attendance for Art & Movement and the Friday Session of Family story Time are great. Unfortunately, the book club for kids in 7th and 8th grade was cancelled due to lack of interest. Fall session I will end on October 9th and Fall Session II will run October 13- November 20. All programs will be upstairs due to the construction project.

Ms. Darling will be in Lake Placid at the NYLA Conference October 21 – 24.

Ms. DeAngelo indicated that the American Library Association will hold a conference June 23-28 next year in Florida. Ms. Darling is completing an application for the Penguin Young Readers Award which would provide \$600.00 to offset the cost of attendance. On a unanimous motion by Tom Shaginaw, with a second by Cathy Hayden, the Board of trustees voted to allow Ms. Darling to attend the conference if she wins the award.

Reports of Committees:

Construction Committee: Mr. Shaginaw reported that there was a Pre-construction Meeting on September 11 that included Steve Zarelli, Town of Ballston Community Library (TBCL) Board President; Tom Shaginaw, TBCL Board Member; Michelle Hernandez, TBCL Board Member; Karen DeAngelo, TBCL Director; Rebecca Darling, TBCL Youth Services Librarian; Tom Johnson, Town of Ballston Code Official; Les Bonesteel, Town of Ballston Code Official; David Canfield, Wainschaf Construction; Kali Angel, Accent Furniture; Lisa Hayes, Butler Rowland Mays Architects/Project Architect.

The group discussed the construction schedule and noted that subcontractors are currently being queued for the project. The group agreed that the start date would be delayed until after Election Day if sub-contractors would not be able to start until close to that date anyway.

The construction work day is planned to begin at 7:00 am and end at 3:30 pm in order to minimize overlap with library hours of operation.

Once the construction begins, bi-weekly construction meetings will occur.

Meetings have taken place with the furniture supplier and the contract was signed. The flooring contract has not yet been signed.

Unfinished Business:

Construction/Moving Estimate/Rewiring Costs: Ms. DeAngelo reported that data cabling is being evaluated as part of the construction project. Although there will be a short-term need during the construction project itself, longer-term needs will also be considered. SALS has provided the Library with a recommendation and estimate. A competing bid will also be obtained.

During the construction, the Library will need to store some of their records at the Town's facility. The Library has received two estimates for moving items during the construction project. The Town has also volunteered to move some of the items for the Library. As the moving plans are evaluated and put into place, the Library will also take this opportunity to review record retention.

Fines and Fees Policy: Conversation deferred until next Board of Trustees meeting.

New Business

Appoint new employee: On a unanimous motion by Cathy Hayden, with a second by Beth Bechtel, the Board of Trustees approved the appointment of Elizabeth Lafergola as Circulation Clerk.

Authorization for Construction Change Orders: Ms. DeAngelo and Mr. Shaginaw led a discussion of the change order process as it relates to the upcoming construction project. Occasionally, change orders are time critical and require immediate action (safety issues for example) and will be acted on with no additional approval necessary. There are also times where changes to the approved design may make sense. Situations such as the latter will be directed through our architect for approval first and then to an authorized person representing the Library or Town for final approval to proceed.

The Trustees anticipate that minor changes will be expensed to the *Repairs to Building* line of the Library budget. Items that exceed the budget or a pre-established threshold will be referred to the Town of Ballston for approval.

On a unanimous motion by Michelle Hernandez, with a second by Beth Bechtel, the Board of Trustees voted to grant Karen DeAngelo the authority to approve change orders up to \$1,000 and Steve Zarelli or Tom Shaginaw the authority to approve change orders up to \$2,500.

Librarian II Recruitment/Travel Costs: Ms. DeAngelo updated the Board of Trustees on the recruitment process for the Librarian II position. If a candidate who is invited for a second interview lives more than 100 miles from our library, Ms. DeAngelo asked the Board to consider approving mileage reimbursement.

On a unanimous motion by Beth Bechtel, with a second by Cathy Hayden, the Board of Trustees voted to reimburse mileage for candidates coming to the Library for a second interview for the Librarian II position, when travel exceeds 100 miles.

2016 Holiday Schedule/Staff Development Day: Ms. DeAngelo presented the proposed Holiday Schedule for 2016. The Board also discussed holding a staff development day in 2016. On a unanimous motion by Beth Bechtel, with a second by Michelle Hernandez, the Board of Trustees approved the following dates:

Friday, Jan. 1 – closed for New Year’s
Saturday, Jan. 2 - closed for New Year’s
Monday, Jan. 18 – closed for Martin Luther King Jr. Day
Monday, Feb. 15 – closed for Presidents’ Day
Monday, Mar. 14 – close at 3PM for Staff Development Day
Monday, May 30 – closed for Memorial Day
Thursday, Jun 9 – close at 5PM for Flag Day Parade
Monday, July 4 – closed for Independence Day
Monday, Sept. 5 – closed for Labor Day
Monday, Oct. 10 – closed for Columbus Day
Friday, Nov. 11 – closed for Veterans’ Day
Wednesday, Nov. 23 – close at 2PM for Thanksgiving
Thursday, Nov. 24 – closed for Thanksgiving
Friday, Nov. 25 – closed for Thanksgiving
Saturday, Nov. 26 – closed for Thanksgiving
Saturday, Dec. 24 – closed for Christmas
Monday, Dec. 26 – closed for Christmas

Surplus Library Property: As part of the construction project, the library will have furniture that it no longer has a use for. The Town attorney was consulted for the best way to dispose of this property. As a result, the Library was advised to first determine if any department within the Town of Ballston could use the surplus. For any items not used by the Town, the Library Board of Trustees could request authority from the Town for the Library Director to sell or give away the items. Any proceeds from a sale would go into the Library’s fund balance at the Town. On a unanimous motion by Tom Shaginaw, with a second by Beth Bechtel, the Board of Trustees voted to request the Town to grant authority to Karen De Angelo to sell or donate any surplus furniture that cannot be used by the Town or any of its departments.

Exam Proctoring Fee: Ms. DeAngelo explained to the Board of Trustees that patrons will request from time to time that she facilitate and proctor online examinations. On a unanimous motion by Cathy Hayden, with a second by Tom Shaginaw, the Board of Trustees voted to charge a \$10 exam proctoring fee to patrons who are outside of the Library’s service area. Patrons within the Library’s service area will not be charged.

Temporary Increase in Hours for half-time Librarian: On a unanimous motion by Michelle Hernandez, with a second by Beth Bechtel, the board of Trustees voted to temporarily increase the hours of the part-time Librarian I to 35 per week until the new Librarian II begins employment.

On a unanimous motion made by Cathy Hayden, with a second from Beth Bechtel, the Board of Trustees voted to adjourn the meeting at 8:45pm.

Minutes submitted by: Susan Slovic, Secretary