

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
July 25, 2018**

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

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

Trustees: []Steve Burchett, []John Capano, [x]Michelle Hernandez, [x]Susan Slovic, [x]Sue Tomlinson, [x]Tom Shaginaw, [x]Steve Zarelli

Town of Charlton Representative – []Doug Ranaletto

Town of Ballston Representative – [x]Kelly Stewart

Board Minutes: On a motion made by Michelle Hernandez with a second from Tom Shaginaw, the Board of Trustees unanimously approved the minutes of the June 27, 2018 Board of Trustees meeting.

The minutes of the Special Meeting held on June 27, 2018, to discuss a change to bylaws regarding Board Officers' terms, were not available for review. They will be included for approval at the August 29 meeting.

Report of Special Funds: Special funds for July 2018 were reviewed.

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

Approval of Bills: The July 2018 bills, reviewed and signed by John Capano and Steve Zarelli, were unanimously approved by the Board of Trustees on a motion made by Tom Shaginaw, with a second from Susan Slovic.

Librarians' Reports:

Colleen Smith, Library Director: Ms. Smith reported that July has again been a busy month in and around the building, with the spring landscaping cleanup complete, family restroom signs installed, and a new art installation system being investigated. The new telephone system was installed by Tech II on 7/23/18. Magna 5 is still our carrier, but Tech II is getting quotes from other providers.

Ms. Smith also spoke with Butler Rowland Mays Architects, who do not recommend installing permanent rails on the roof as a safety measure for Appolo Heating when servicing our rooftop units. Their recommendation would be to consider collapsible style rails, as long as these would meet OSHA and Appolo's requirements.

Alarm & Suppression installed the new burglary system and panic buttons in July. The panic button system is live, with 6 desk-mounted buttons and two wearables. The security camera needed to be re-ordered, so its installation is not yet complete. Also to be completed is training for all groups who will be using the system before going live with it.

Ms. Smith met with a representative from Cintas, who provided a quote for laundering floor mats and supplying paper products, cleaning tools, and cleaning products. Products would be re-stocked when

necessary, as determined by a Cintas representative who will visit the building on a scheduled basis. The quote will be compared with current costs to determine feasibility of switching to Cintas.

Ms. Smith and Town Budget Officer Jeanette Borthwick met and a decision was made to close the separate Trustees account and move funds into the Library's general fund. A new workflow and procedures to track specifically designated donations are being developed. Savings bonds the Library has held have been cashed in and will go into the Library's fund balance.

A single bid has been received from Canopy for roof repairs related to the SAM grant. On a motion by Tom Shaginaw, seconded by Michelle Hernandez, the Trustees voted unanimously to pay Canopy \$24,995 to repair the roof.

Jenn Richard, Head of Adult Services: Ms. Richard reported that July has been a busy month for adult programming. New programs have been popular, and will be continued and expanded upon. Adult Summer Reading registration is up significantly, with 222 adults enrolled, compared to approximately 80 in recent years. Response has been overwhelmingly positive, and patrons have commented that our program overall is more generous than other libraries in the area.

Ms. Richard is working on programming for the fall. She reported that the new newsletter format seems to be popular with patrons, and may be contributing to higher program registrations.

Computers have been replaced or ordered according to our normal maintenance schedule.

Rebecca Darling, Head of Youth Services: Summer Reading is off to a great start, according to Ms. Darling. There are 1,235 participants in all, baby to adult, which is 150% more than last year's total of 843. Successful joint programs were held with the Glenville YMCA, BH-BL Summer Rec, and Jenkins Park. That program is going so well that it will continue in the fall.

Special thanks go to go to Friends Mary Conklin, Stef Leshner, and Leela the therapy dog for volunteering many hours at the Library this summer. Stef and Mary work with the readers and volunteers, and more than 100 children have participated.

Fall program sign-ups begin on August 6. Seven weekly preschool programs and six children's book clubs will be offered in September.

Page Katya Zablocki, who has been working at the library since 2016, has given her notice and is leaving for college in mid-August. There are many good applicants from the spring job posting, and it is expected that there will be a new page in place in September.

Reports of Committees:

Personnel: Director Colleen Smith is now a permanent employee of the Library. NYS has canceled the Director 2 exam because there were too few applicants to conduct the test, and Saratoga County Director of Human Resources approved Ms. Smith to fill the position without further examination.

Budget: see Unfinished Business.

Building and Grounds: see Director's Report, Unfinished Business.

Unfinished Business: A motion made by Susan Slovic, seconded by Tom Shaginaw, to recommend Michelle Hernandez to the Town for an additional five-year appointment to the Library Board of Trustees passed unanimously.

Budget: Tom Shaginaw reported that the scheduled increase in the minimum wage will cause the starting wage of our pages to rise by \$.70 in 2019. Other clerks' wages will be increased accordingly. It currently looks like the proposed 2019 library budget will show a 5% increase over the 2018 budget.

Book drop: Ms. Smith reported that the Library has received one quote of \$1,800 to pour a 5'x5' pad for a new external book drop, to be located outside the rear entrance to the library. The minimum charge for the use of a cement mixer is the reason for the high quote. Ms. Smith will contact the vendor and authorize the work. The low bidder for the asphalt work to widen the driveway in the rear of the building to provide a pull-off to the new book drop never responded to multiple requests for references, so Ms. Smith will contact the next lowest bidder.

Community Room thermostat: Appolo Heating hasn't returned several calls from Ms. Smith regarding the thermostat in the Community Room, which isn't functioning properly.

New Business:

2018-2019 Committees: On a motion made by Sue Tomlinson, seconded by Michelle Hernandez, the Trustees unanimously approved committee assignments for the 2018-2019 year as follows:

Policy: Sue Tomlinson, Susan Slovic, Michelle Hernandez

Building & Grounds: Tom Shaginaw, Steve Burchett

Budget & Finance: Tom Shaginaw, Steve Burchett

Personnel: Michelle Hernandez, John Capano

Long-range Planning: Sue Tomlinson, John Capano

Upcoming meetings: The upcoming board meeting for October has been changed from 10/31 to 10/24 because of Halloween. The meeting for November will be on November 28, and there will be no meeting in December.

Adjournment:

On a motion by Susan Slovic with a second by Tom Shaginaw, the Board of Trustees voted unanimously to adjourn the meeting at 8:33pm.

Minutes submitted by: Sue Tomlinson, Secretary