

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
June 27, 2018**

Meeting called to order at: 7:00 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, Michelle Hernandez

Town of Charlton Representative – Doug Ranaletto

Town of Ballston Representative – Kelly Stewart

Board Minutes: On a motion made by Susan Tomlinson, with a second from John Capano, the Board of Trustees unanimously approved the minutes of the May 30, 2018 Board of Trustees meeting.

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

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

Approval of Bills: The June bills which were reviewed and signed by Steve Burchett and Steve Zarelli, were unanimously approved by the Board of Trustees on a motion made by Michelle Hernandez, with a second from Tom Shaginaw.

Librarians' Reports:

Colleen Smith, Library Director: June was a busy month for building repairs and maintenance. Ms. Smith met with Mr. Help Cleaners on 6/15 and discussed library security protocols, rug & floor cleaning, and a new library cleaning schedule (Monday to Friday). She is continuing to gather concrete & paving quotes and has received 2 paving quotes and 0 sidewalk quotes to date. The leaking dishwasher was serviced on 6/8. The water fountain is in the process of being repaired. The estimated completion date is 6/28. The back hallway was painted on 6/15. Restroom signs in the hallway are scheduled to be installed sometime the week of 6/25.

Phone installation is scheduled for 7/23, and Ms. Smith is working with Tech II and JA to coordinate. We will use one of the new static IP lines for the phones, but we'll need a Router/Firewall (\$100) installed. JA will sell us the router and install before 7/23. The existing cordless phone at the front desk will work with the new system. The library will purchase a new standard cordless phone for the staff kitchen.

The library has received our claim check from Selective Insurance for \$5,328.78 for the flooding caused by the water fountain.

Ms. Smith is continuing to investigate rooftop solutions necessary to complete annual maintenance work. She has been in touch with Wainschaf and Butler Rowland and Mays Architects.

Alarm & Suppression has ordered the equipment for the new camera and security upgrades.

Ms. Smith emailed Kelly Stewart a library cleaning checklist as the Town considers a cleaning contract.

Under community outreach, library staff walked in the Burnt Hills Flag Day Parade. Ms. Smith participated in the Route 50 Mile race preceding the parade. The librarians attended Party in the Park on 6/2 during Founders Day weekend in the Town of Charlton. They spoke to about 100 community members, provided a craft opportunity for children, and registered a new library card user.

The library has been awarded \$4,000 in Bullet Aid from the Senate.

One contractor attended the roof repair bid site visit on 6/18. The same contractor visited the library on 6/22 to view the roof.

In other news, a 'Kudos Korner' board has been introduced in the staff area and has several staff kudos posted.

Jenn Richard, Head of Adult Services: Ms. Richard reported attending the Summer Session for the Leadership and Management Academy at the NYLA offices in Guilderland on 6/6-8. The topics covered were Finances, and Partnerships and Collaborations. Both sessions were very informative. Her last class will be offered over the winter.

The Cake Pan collection has been repackaged, and relocated to accompany the Board Game collection upstairs, outside the Children's Room. Meghan Center and Deborah Fiedler did a fantastic job planning, repackaging, and moving the collection in a logical, appealing way.

Staff evaluations will be done for the clerks shortly.

The final Adult Program attendance for the month of May was 180! As Summer Reading gets going, Ms. Richard is anticipating a busy July with 14 adult programs planned. Registration for summer programs has already taken off, and enrollees for Adult Summer Reading has already surpassed previous years.

Rebecca Darling, Head of Youth Services: Ms. Darling reported that Summer Reading kicked off on June 22 and she is offering 70 youth programs over the next six weeks. The library has partnered with Jenkins Park to offer a weekly Story Time in the Park, BH-BL Summer Rec to offer "The Three Little Pigs" by the Puppet People and the Glenville YMCA to offer an Andy the Music Man Concert.

The library offered two VolunTeen Training Sessions in June. There will be 57 volunteers this summer. The Youth Services Staff are now on their summer schedules. This means increased hours for Mary Jane Baumbach and Jennifer Lambiase, thus allowing enough staff to handle the influx of Summer Reading participants. The pages also have their hours increased from 10 hours to 15 hour per week for the next eight weeks.

Rong-Jane Chen completed NYLA's Library Skills Academy and received a full scholarship.

Reports of Committees:

Budget: Mr. Shaginaw indicated that the committee is moving forward with the planning process for the coming year. Ms. Smith, Ms. Darling and Ms. Richard will all be looking at the current budget and determining which expense lines may need to be increased or decreased. Mr. Shaginaw is looking at

wages. The Town Board is having a budget planning session on September 6 so the library budget needs to be finalized at the August Board of Trustees meeting.

Building and Grounds: Ms. Smith reported that the locksmith is coming on June 28 to determine the time and cost to install new locks and repair broken locks that the library has requested.

Unfinished Business:

Election of Officers: On a unanimous motion by Tom Shaginaw, with a second from John Capano, the Board of Trustees approved the following slate of officers for the upcoming year:

- President – Steve Zarelli
- Vice President – Michelle Hernandez
- Secretary – Susan Tomlinson
- Treasurer – Steve Burchett

Trustees were asked to review the standing committees and provide Ms. Slovic with their committees of interest. Committee appointments for the next twelve months will be made at the July Board of Trustees meeting.

Budget: Discussed under committee reports.

New Business:

Trustees Account: Ms. Smith reported on recent conversations with Jeanette Borthwick at the Town of Ballston. A Town audit has suggested that the Trustees Account should be managed differently so that it is under the direct control of the Town Supervisor. Ms. Smith and Ms. Borthwick discussed options for handling the account moving forward and will meet in July to finalize the changes.

The Trustees discussed the potential impact of this action. Specifically, the Trustees were concerned about tracking for library donations that have a designated purpose, being able to pay for items that require an immediate check and can't wait till month end, and being able to fund special purchases not specifically covered in the annual budget, such as employee team building. Ms. Smith indicated that we would still be able to track donations and track designated funds as we do today. When checks are needed prior to month end, there are alternative processes in place that the Town approves. Team building and other special purchases may still be made from the library's general fund.

Paid Family Medical Leave: Ms. Darling asked if the Town of Ballston was considering implementing paid family medical leave with the coming budget year. Ms. Stewart noted the question.

Adjournment:

On a unanimous motion by Susan Tomlinson, with a second by John Capano, the Board of Trustees voted to adjourn the meeting at 7:57 pm.

Minutes submitted by: Susan Slovic, Secretary