

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
October 24, 2018**

**Call to order:** The meeting was called to order at 7:13 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: [x]Steve Burchett, [x]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 – [ ]Kelly Stewart

**Board Minutes:** On a motion made by Susan Slovic with a second from Michelle Hernandez, the Board of Trustees voted unanimously to approve the minutes of the September 26, 2018 Board of Trustees meeting.

**Report of Special Funds:** Special funds for October 2018 were reviewed. A very generous unrestricted donation of \$1,000 from Sandra Heddesheimer was received on October 20. Director Smith will acknowledge the donation with a letter of thanks to Ms. Heddesheimer.

**Monthly Financial Statements:** Financial statements for October 2018 were reviewed.

**Approval of Bills:** The October 2018 bills, reviewed and signed by Tom Shaginaw, were unanimously approved by the Board of Trustees on a motion made by Sue Tomlinson, with a second from Steve Burchett.

**Librarians' Reports:**

**Colleen Smith, Library Director:** Ms. Smith reported that the library successfully migrated to Spectrum Business telephone service on October 5 and will be saving money as a result.

Guy's Painting painted the Community Room and foyer, and replaced the missing cove molding over Columbus Day week-end. Everything looks great.

Wiring Concepts changed a ballast in one of the first-floor restrooms on October 9. On October 18, they installed photo cells on the building to control the external wall lights and parking pole lights. These had previously been controlled by timers, necessitating manual adjustments over the course of the year.

A new art-hanging system was installed by Thanasi Geanopoulos of AKG Construction. Extra railings were hung to display the library's charters.

Canopy Roofing began roof repairs in conjunction with the SAM Grant on October 22.

Director Smith and Terry Riley met with Jeanette Borthwick on October 23 to reconcile petty cash accounts and discuss QuickBooks workflows for the Trustees/Designated Donations account.

The Friends of the Library book sale was well-organized and ran smoothly. The library's share of the proceeds was \$461.50. Better World Books picked up 66 boxes of unsold books on October 15. The quilt raffle is ongoing, and there is much interest in the beautiful patron-donated quilt.

Three individuals attended the Sound Mind & Body book club in October and had a great discussion. The November meeting of this book club will begin at 6:30, as daylight hours shorten.

The library is participating in the Library Moon Walk grant, secured by SALS, MVLA and UHLS, and funded by the National Network of the Libraries of Medicine (NNLM). Ms. Smith is lead grant coordinator for the library, and attended a kick-off meeting at the Clifton Park-Halfmoon Library on October 15. The program provides health-related trainings, and the Town of Ballston Community Library will weed older materials from its health and medicine collections, and offer and promote health-related programming. It will also promote the Library Moon Walk Challenge, where participants try to track enough steps to walk to the moon, a total of 239,000 miles.

Jenn Richard, Head of Adult Services: Ms. Richard reported that 68 attendees participated in 9 adult programs in September. New programs taking place in October have been Washi Tape Pumpkin Decorating for adults, and an Escape Room for adults.

Ray Audio was contacted by Ms. Richard about some issues with the plugs for the projector setup in the Community Room. They provided suggestions and helped troubleshoot the problem.

Mary Hanley from SALS came to swap out the Cassie Manager computer, which controls the public Internet computers. This is a regularly scheduled maintenance service.

There were 332 computer sessions in September, totaling 13,140 minutes.

Rebecca Darling, Head of Youth Services: The Youth Services staff have been busy in October. Four Kindergarten classes from Stevens Elementary School came to the library on field trips, and more than 70 of them became new library card holders. Ms. Darling reports that a fall session of Momma's Moving Yoga will be offered, in additions to regular weekly preschool programs. All six kid/teen book clubs have enough participants to be continued into the winter.

Four programs were held on the October 18 half-day for BH-BL students, including a book reading by illustrator Jody Wheeler, who illustrated the new Corduroy book, a tabletop game session, and Washi Tape pumpkin decorating.

In September, a total of 28 Youth programs were offered, attended by 550 participants.

Rong-Jane Chen's one-year anniversary with the Library was recognized in October, and Mary Jane Baumbach has been with the Library for 10 years as of April.

Training on Story Times will be provided by MVLA in November, and Ms. Darling and Rong-Jane Chen plan to attend.

### **Reports of Committees:**

Policy Committee: members met with Director Smith in October to discuss a policy on spending limits, in excess of which the Director must secure approval from Board President, committee Chair, or a majority

of the Trustees, before spending from available budget codes. Trustees discussed various possibilities of limit ranges, and deferred taking action at this time while policy verbiage is finalized.

Building and Grounds Committee: Information came from Town of Ballston Representative Kelly Stewart that the Town has hired two individuals, one whose duties will primarily be facilities maintenance, and another who will be responsible mostly for janitorial services. The Library will be billed for a portion of their salaries; however, this amount is expected to be less than is currently billed by Mr. Help for cleaning the library. A work order system is being developed by the Town for the services of these individuals.

**Unfinished Business:**

Roof fall protection: No update.

Roof repairs: Director Smith spoke with Bart Callahan of Poster & Jaeckle Corp, who indicated that there has been some delay with supply of roof top units from manufacturers due to heavy demand. It would be good to order RTUs soon to secure necessary materials for the roof top unit replacements.

Budget 2019: Ballston representative Kelly Stewart indicated to the Budget committee that the Town has approved a 2% raise for salaried Library employees; clerk raises need to be clarified to make certain that 2019 hourly rates are sufficient to meet the new NYS minimum wage.

A motion was made by Tom Shaginaw, with a second by Steve Burchett, to pay \$1,245.58 from the 2017 Tedisco bullet aid for the new book drop. It was passed unanimously.

On a motion by Steve Burchett, seconded by Tom Shaginaw, Trustees voted unanimously to pay BDB Paving and General Contracting up to \$3,244 for paving up to the new book drop platform, exhausting the Tedisco bullet aid; the remainder will come from the Fund Balance.

**New Business:**

Sexual Harassment Policy and Training: State employment law now requires that every employer in NYS adopt a sexual harassment policy. The directive from the Town of Ballston is that the policy be shared with library employees after which they sign to acknowledge they have received and read the policy. Training will be provided.

Notary Public: Ms. Darling and Ms. Smith will attend Notary Public training in December.

**Executive session:** At 8:45 pm, on a unanimous motion made by Steve Burchett, seconded by Susan Slovic, the Board of Trustees voted to adjourn the public session of the meeting and enter executive session to discuss alternative compensation for salaried employees. At 9:12 pm, a motion was made by John Capano with a second by Michelle Hernandez to exit executive session, where no actions were taken.

**Adjournment:** At 9:13 pm, on a motion by Steve Burchett, with a second by John Capano, the Trustees voted unanimously to adjourn the meeting.

**Minutes submitted by:** Sue Tomlinson, Secretary