

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
June 19, 2019**

Call to order: The meeting was called to order at 7:30 pm by Vice President Michelle Hernandez, following dinner with the library staff.

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, []Steve Zarelli

Town of Charlton Representative – []Doug Ranaletto

Town of Ballston Representative – []John Antoski

Board Minutes: On a motion made by John Capano with a second from Susan Slovic, the Board of Trustees voted unanimously to approve the minutes of the May 29, 2019 Board of Trustees meeting.

Report of Special Funds: Special funds for June 2019 were reviewed.

Monthly Financial Statements: Financial statements for June 2019 were reviewed.

Approval of Bills: The June 2019 bills, reviewed and signed by Sue Tomlinson, were unanimously approved by the Board of Trustees on a motion made by Susan Slovic, with a second from Steve Burchett.

Librarians' Reports:

Colleen Smith, Library Director:

Building – Superior Landscaping completed a spring cleanup on the grounds. Ms. Smith met with Dempsey Tree and Landscaping about trimming some trees and is waiting for an estimate for the work. JH Property Services is coming to the library on June 20 to look at the excavation/grading project. Steve Nicoll cleaned our septic tank. Director Smith will call him to discuss the project he proposed to add an exterior access point to the tank.

Community – Director Smith participated in Charlton's Party in the Park on June 1 with Ms. Richard, speaking with people about library services, Summer Reading 2019, and SPAC summer event discounts for library card holders. She walked in the Flag Day Parade on June 13 with library staff and Friends.

Personnel – Several staff members attended workshops *Preventing Harassment* and *Mindful Engagement & Communication*. Library Staff Development Day took place on June 19 from 3:30-6:00 pm. Stacy Myron from Successful Change led the workshop, which was followed by dinner with the Trustees.

Meetings & Workshops – Attended the Charlton Town Board meeting and the Friends of the Library meeting. Also attended PLA Project Outcome webinar entitled *Measuring the Success of Health Programs*, and the CDLC Thank You Volunteer breakfast.

Jenn Richard, Head of Adult Services: Ms. Richard reported that there were 3 outside group uses of the Community Room in May, along with 7 adult programs attended by 92 people. Author Louise Miller's program was very well received by all in attendance.

In addition to getting ready for Summer Reading, Ms. Richard has been revisiting some past programming ideas and considering the feasibility of reinstating them. Possibilities include returning to book delivery services through the meal delivery service, starting a multi-town read, more health-related programs, and expanding winter programming. She has also been investigating available grants and other common ways libraries generate funds.

Possible technology enhancements under consideration are a text-to-email avenue for communicating with patrons, and subscribing to Hoopla, a subsidiary of Midwest Tape, which provides streaming services for books, e-magazines, music, books, television programs, and movies. This program would be available only for Town of Ballston library card holders.

More than 100 adults have enrolled in Summer Reading, and there are 15 adult programs scheduled. The Summer Reading Kickoff Party will be held in Jenkins Park on June 24, featuring live music, face painting, crafts, games, therapy dogs, and snacks. Francine Grinnell, reporter from the Saratogian, will try to attend.

Rebecca Darling, Head of Youth Services:

Summer Reading enrollment began June 3, and as of June 18, 566 readers have enrolled. Registration for programs in weeks 1-3 (June 24-July 13) has begun. The Youth Services department will offer 91 programs during Summer Reading between June 24-August 9. The rest of the Summer Reading lawn signs will be distributed at the Summer Reading Kickoff Party in Jenkins Park on June 24.

In order to promote Summer Reading, Ms. Darling is visiting every class K-5 in the BH-BL CSD, and will be collaborating again with the district for prizes and awards.

There were 36 programs offered in May, with 671 participants.

Jennifer Lambiase has resigned effective August 8. The Youth Services Clerk 2 position was posted internally and there is one applicant so far.

Ms. Darling has been working with the Library management team on the 2020 budget and proposed staffing changes for 2019 and 2020.

Reports of Committees:

Finance: The library leadership team has prepared some funding priorities in anticipation of developing the 2020 budget. They are: furniture; increased budget limit for library materials; improved DVD storage; a possible subscription to Hoopla for streaming media (see Adult Services report for details); increase staffing to accommodate the increased program offerings made possible by 2019's larger programming budget.

Unfinished Business:

There were several excellent applications from individuals wishing to fill the two Trustee vacancies beginning July 1. After discussion, it was decided that applicants Carolyn Speenburgh and Terry Northrup

possess skills which will complement and balance out those of current trustees. They will be notified of their selection. Julia Stone and Catherine Gran were strong candidates and will be contacted and thanked for their interest, and encouraged to apply again in the future.

New Business:

Trustee officer elections and committee appointments: The following slate of officers was proposed, voted upon, and unanimously approved for Board officers, 2019-2020:

President: Steve Zarelli

Vice President: Michelle Hernandez

Treasurer: Steve Burchett

Secretary: Sue Tomlinson

A motion was made by Steve Burchett, seconded by John Capano, to cast committee membership as follows, pending acceptance of new trustees:

Budget and Finance: Steve Burchett, Tom Shaginaw, Carolyn Speenburgh

Building and Grounds: Tom Shaginaw, Steve Burchett

Long Range Planning: Sue Tomlinson, Michelle Hernandez, Terry Northrup

Personnel: Tom Shaginaw, Michelle Hernandez, Carolyn Speenburgh

Policy: Michelle Hernandez, Sue Tomlinson, Terry Northrup

November 2019 meeting date: because the last Wednesday in November falls the day before Thanksgiving, it was decided to move that meeting date to December 4, 2019.

Building improvements and NYS Construction Grant: The New York State Construction Grant window is open, with applications due August 31, 2019. Director Smith has discussed the library's needs with staff, and the consensus is that most urgent is the problem of uneven sidewalks leading to a possibility of falls. Because this is a top priority, it was felt that the project should not be tied to the grant cycle; work will be put up for bid, and paid for out of the Fund Balance. The job will entail replacement of all sidewalks around the front of the building, including the flagpole section.

Director Smith will apply for NYS Construction Grant funding for the construction of a Local History room at the front of the library, as well as LED lighting on the first floor. Ms. Smith will make inquiries to see if we can expand the grant application to include installing LED lights on the second floor as well.

Staffing and organizational changes: The Budget and Finance committee and the library leadership team have met to discuss a possible reorganization of the library's workflow duties, and the need for new staffing to keep up with the demands of a growing Town as well as the additional programming made possible by this year's increase in programming budget funds. The plan was discussed at length including the changes to job titles, responsibilities, and the salary impact on budget. Some staffing changes are possible under our 2019 budget without seriously straining salary budget line balances.

1. A motion was made by Sue Tomlinson, seconded by John Capano, to create the position of Library Assistant at a rate of \$16.96/hr, effective August 12. It passed unanimously.

2. A motion was made by Steve Burchett, seconded by Susan Slovic, to promote Deborah Fiedler from Clerk 2 to the newly created position of Library Assistant at a salary rate of \$16.96/hr. effective August 12. Motion passed with all in favor.

3. A motion was made by Tom Shaginaw with a second by Steve Burchett to increase the hourly salary of Meghan Center to \$13.43/hr effective August 12 based on increasing her job responsibilities. The motion carried on a unanimous vote.

4. A motion was made by Sue Tomlinson, seconded by John Capano, to promote Carol Chaisson to Clerk 2 at an hourly salary of \$13.10, effective August 12. It passed unanimously.

Executive Session: At 9:50, on a motion made by Tom Shaginaw, seconded by Steve Burchett, the Board voted unanimously to enter executive session to discuss library staffing. At 10:17, Tom Shaginaw made a motion, seconded by Steve Burchett, to exit executive session, where no actions were taken.

Adjournment: At 10:18pm, Susan Slovic made a motion to adjourn the meeting. It was seconded by Tom Shaginaw, and passed unanimously.

Minutes submitted by: Sue Tomlinson, Secretary