

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
August 28, 2019**

**Call to order:** The meeting was called to order at 7:01 pm by Vice President Michelle Hernandez.

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

Trustees: [x]Steve Burchett, [x]Michelle Hernandez, [x]Carolyn Speenburgh, [x]Julia Stone, [x]Sue Tomlinson, [x]Tom Shaginaw, [ ]Steve Zarelli

Town of Charlton Representative – [ ]Doug Ranaletto

Town of Ballston Representative – [x]John Antoski

**Board Minutes:** On a motion made by Tom Shaginaw, with a second from Colleen Speenburgh, the Board of Trustees voted unanimously to approve the minutes of the July 31, 2019 Board of Trustees meeting as corrected.

**Report of Special Funds:** Special funds for August 2019 were reviewed.

**Monthly Financial Statements:** Financial statements for August 2019 were reviewed.

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

**Librarians' Reports:**

Colleen Smith, Library Director:

Building – The library experienced a small roof leak on 8/21. Canopy Roofing came to investigate on 8/28 and found a small hole in the flat part of the metal roof and repaired it. We will be billed for the work.

Vanguard Utilities came out on 8/22 to install the library's new water meter, and the technician discovered that the library has a less common model, for which replacements are back ordered. Vanguard, or the Town of Ballston if after September, will contact us to complete the replacement when those units arrive.

Joseph P. Mangione Locksmiths came out on 8/23 to check the rear staff door lock. It was filled with dirt and dust, which they removed by cleaning with a silicone lubricant. If the problem persists, Ms. Smith will contact them. In the future, library staff will clean the lock when necessary.

The library has received several proposals for work to correct the drainage problem that resulted in the January Reading Room flood. Frost Excavating has submitted estimates of \$3,630 to install 4" perforated pipe in the area to improve drainage, or \$5,305 to re-grade the area so that drains would be above ground level. Jeff Heck of JH Property Services believes the drainage solution is best, and has submitted an estimate of \$3,477.50 to do the work. Director Smith reached out to Joe Whalen, the Town's Highway and Water Supervisor, to discuss the two proposed solutions, but Mr. Whalen is on vacation until September 3. When he returns, Ms. Smith will schedule a time for Mr. Whalen to come look at the area and make a recommendation as to which kind of work he believes will be most effective. If he has no clear preference, Ms. Smith may contact Butler, Rowland Mays Architects for their recommendation.

Grants – An additional \$20 million in funding was approved for the NYS State Aid for Library Construction Program, so SALS will again have \$963,305 available to award as construction grants. The grant deadline has been extended to September 27. In October, the SALS Board of Trustees will review the projects and make their recommendations to the Department of Library Development by October 31. Director Smith is working with Lisa Hayes from Butler Rowland Mays to get updated pricing that incorporates the LED lighting proposal.

Rebecca Darling, Head of Youth Services:

Ms. Darling reports that Summer Reading finished on August 9, with 1,078 enrolled readers baby to teen. Eighty-one programs were offered, which were attended by 2,117 people. Raffle and voting rock drawings were completed on August 15. Based on these results, the Friends of the Library will be generously donating a train table and new train set for the Children’s Room, and new tables and chairs for the teen space. Byron will be coordinating removal of the old furniture and setting up the new.

Registration for the Fall Session of programs began on August 12. Seven preschool programs are being offered per week, four of which are already full with waiting lists. There will be six monthly youth book clubs, a series of table top game programs, and elementary programming on BH-BL half days. The Youth Services department is also partnering with the Wonder Room to offer a special evening program on Wednesday, September 18 for preschoolers with a caregiver.

Ms. Darling stated that the Youth Services department has begun scheduling field trips with kindergarten classes and preschools for the 2019-2020 school year.

The Youth Services staff and pages will begin their school year schedules with reduced hours on 9/2.

Jenn Richard, Head of Adult Services:

The Adult Services report was filed, as Ms. Richard was not present.

**Reports of Committees:**

Personnel: no report.

Building and Grounds: no report.

Budget & Finance: See Unfinished Business.

**Unfinished Business:**

The library’s 2020 budget was presented. A motion to approve it was made by Colleen Speenburgh and seconded by Steve Burchett. It passed unanimously. Director Smith will be sending it to Jeanette Borthwick at the Town tomorrow.

**New Business:**

A motion was made by Tom Shaginaw, seconded by Sue Tomlinson, to approve the hiring of Erin Knight as Circulation Clerk at a rate of \$11.80 per hour, effective August 12, 2019. It passed with all in favor.

On a motion made by Tom Shaginaw, seconded by Colleen Speenburgh, Trustees voted unanimously to rescind the June 19, 2019 approval for Terry Northrup as library trustee, due to her residing outside the Town of Ballston.

Tom Shaginaw moved that we approve the appointment of Julia Stone as library trustee for a five-year term, beginning 8/28/19 and ending on 6/30/2024. The motion was seconded by Steve Burchett and passed with all in favor.

A motion to change committee assignments for 2020 to slot Julia Stone into the Policy and Long-Range Plan committees was made by Tom Shaginaw and seconded by Sue Tomlinson. It passed unanimously.

**Adjournment:** At 7:52 pm, Steve Burchett made a motion to adjourn the meeting. It was seconded by Sue Tomlinson, and passed with all in favor.

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