

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
October 30, 2019**

Call to order: The meeting was called to order at 7:02 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, []Michelle Hernandez, [x]Carolyn Speenburgh, [x]Julia Stone, [x]Sue Tomlinson, [x]Tom Shaginaw, [x]Steve Zarelli

Town of Charlton Representative – []Doug Ranaletto

Town of Ballston Representative – [x]John Antoski

Board Minutes: On a motion made by Carolyn Speenburgh, with a second from Julia Stone, the trustees voted unanimously to approve the minutes of the September 25, 2019 Board of Trustees meeting.

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

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

Approval of Bills: The October 2019 bills, reviewed and signed by Tom Shaginaw, were unanimously approved on a motion made by Sue Tomlinson, with a second from Carolyn Speenburgh.

Librarians' Reports:

Colleen Smith, Library Director:

Budget:

- The library's proposed 2020 budget was cut by the Town by \$7,891, to \$670,173. The Town's Public hearing for the 2020 preliminary budget is on Tuesday, October 29.
- The Town has gone live on Incode 10 software. The library is processing invoices and vouchers with the Town's new fund line numbers, but continues to use in-house QuickBooks software.

Building:

- The contract has been returned for the draining project by Frost Excavating. Dig Safe and water line marking have been completed. Work is scheduled to begin on October 31.

Friends of the Library:

- The Friends book sale made \$728.84. ThriftBooks picked up the leftover books on October 7. The shipping costs and proceeds of books sales will be split 50/50 between the Friends and ThriftBooks, and proceeds will begin to come in monthly once shipping costs are satisfied.

Grants:

- The library's State Aid for Library Construction Grant application for the Local History Room/LED Lighting Upgrade project was revised to exclude furniture in the main reading room, for a total project cost of \$143,474. SALS Board has approved our funding at the 75% State/25% Library match level for a grant of \$107,606. The recommendation moves to NYSL Department of Library Development, which administers its own approval process through December, at which time approved go to DSNY for final determination. Unless DLD has questions during their review, the

next update the library will receive is email notification of final application approval in late spring or early summer 2020, with funds expected in late summer or early fall.

- Charlton Heights and the library are partnering to apply for a Saratoga Arts 2020 In-School Arts Education grant for \$2,240 for the project Don't Wait to Unmake a Bully.

Other:

- The Chamber of Southern Saratoga County voted to approve integrated affiliation with the Capital Region Chamber. Integration will occur over the coming months, with a goal to begin publicly operating as an integrated entity as of January 1, 2020. The Capital Region Chamber will maintain offices in Clifton Park, Colonie, and Schenectady.

Meetings and workshops:

- Ms. Smith attended several Town of Ballston meetings, the Charlton Town Board meeting, Friends of the library meeting, and several SALS and CDLC meetings and workshops.

Rebecca Darling, Head of Youth Services:

The Youth Services department held four kindergarten field trips in early October. There were 177 attendees including students, parents and teachers. Ms. Darling is working with Pashley to select dates for their kindergarten students to come to the library.

The Winter Session of programming begins after Thanksgiving, with registration starting November 18. All regular preschool programs and book clubs will return. There will also be several special events this winter, including The Wizard of Oz by the Puppet People, maple sugar making, a Chinese New Year program, and more.

Ms. Darling will attend the annual NYLA conference in Saratoga Springs November 12-16. She and Tim Newell of the Friends will be presenting a workshop about our Mini Golf fundraiser.

Jenn Richard, Head of Adult Services:

Ms. Richard mentioned that registration is going well for the Make-It-Merry program series, which will include photo-shoot opportunities, an essential oil bracelet-making program, a holiday centerpiece-making program, and a cookie decorating program. There will also be a Blood Drive in December.

The final computer order for 2019 has been placed. SALS/JA implemented a Polaris upgrade on October 23 which involved installing new software on every employee workstation in the building.

The library has been experiencing ongoing phone issues, and after several calls to Spectrum and work being done outside, Ms. Richard believes the issue is resolved.

Reports of Committees:

Personnel: The Personnel Committee has asked the Library Management team to establish a cycle for personnel reviews.

Building and Grounds: No report.

Budget & Finance: No report.

Unfinished Business: none.

New Business: On a motion made by Tom Shaginaw, seconded by Sue Tomlinson, the trustees voted unanimously to amend and approve a previously approved payment of up to \$5,000 to Frost Excavating for drainage and foundation work **to be paid from the library fund balance** upon completion of the work.

Trustees also passed a motion made by Tom Shaginaw, with a second from Carolyn Speenburgh, to approve travel expenses for Director Smith to travel to Nashville, TN for PLA Annual Conference, February 26-29, 2020, at a cost not to exceed \$1,950.00. Expenses include conference registration, airfare, and three nights lodging.

A Workplace Violence training session, mandated by NYS, will be held at the Town offices Tuesday, November 12. It may not be available for library staff to attend. There is a possibility that the library will hold its own Workplace Violence training.

Adjournment: At 7:51 pm, Sue Tomlinson made a motion to adjourn the meeting. It was seconded by Julia Stone, and passed with all in favor.

Minutes submitted by: Sue Tomlinson, Secretary