

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
July 29, 2020**

**Call to order:** The meeting was called to order at 7:01pm by President Steve Zarelli.

**Present via Zoom call:** [x]Jenn Richard, Interim Director; [x]Susan Flint, Temporary Head of Youth Services; [x]Kisha Sawyers, Temporary Librarian II.

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

Town of Ballston Representative – [x]John Antoski

Town of Charlton Representative – [ ]Doug Ranaletto

**Board Minutes:** On a motion made by Michelle Hernandez, with a second from Tom Shaginaw, the trustees voted unanimously to approve the minutes of the June 24, 2020 meeting.

**Report of Special Funds:** Special funds for July 2020 were reviewed.

Monthly Financial Statements: Financial statements for July 2020 were reviewed.

**Approval of Bills:** The July 2020 bills, reviewed and signed by Julia Stone, were unanimously approved on a motion made by Sue Tomlinson, with a second by Steve Burchett.

**Director's and Librarians' Reports:** appended at end of minutes. One addition to the Youth Services Report was noted by Temporary Head of Youth Services Susan Flint: Edison Roberts has notified the library of his intent to resign as library Page in order to begin college.

President Steve Zarelli congratulated and thanked Ms. Flint on a job very well done, in the face of the difficulties caused by the COVID-19 pandemic.

**Reports of Committees:**

Personnel: In-person interviews with the top applicants for library director will be held in early August.

Budget: Treasurer Steve Burchett presented a draft budget for 2021 and discussion among the Trustees followed. On a motion by Steve Zarelli, with second by Tom Shaginaw, the trustees voted unanimously to approve the 2021 budget as proposed.

**Unfinished Business:**

NYCLASS update: Steve Burchett presented a clarification of the guidelines for the process of depositing and withdrawal of funds earmarked for the library from the Town's NYCLASS account.

Reopening plan revisit: Ms. Richard recommends we not move forward to the next stage of reopening at the present time.

Painting update: Repainting of the upstairs of the library is almost complete.

Sidewalk project: A walk-through meeting with the contractor will take place on August 5, at which time the project's timeline will be discussed.

### **New Business:**

Attorney consultation: A meeting has been scheduled with attorney Stephanie Adams to discuss roles and responsibilities of the Library and the Town, and come up with a Memorandum of Understanding.

Employee Handbook: There are discrepancies in the roles and responsibilities of employees of the Town and employees of the Library. We will seek clarification from Stephanie Adams on this matter also.

**Adjournment:** At 8:32pm, on a motion by Steve Burchett, with second from Sue Tomlinson, the meeting was adjourned.

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

## **Director's Report July 2020**

Painting began in the large main area upstairs on Friday, July 24th, and is scheduled to be completed on Sunday, August 2nd. There will be a pre-construction meeting for the sidewalk on Wednesday, August 5th at 9:00am in the Library parking lot. Appolo will come to perform normal maintenance and replace the filters on the rooftop units on August 18th.

Curbside Pick-Up service has been going very well, and the staff is very busy scheduling appointments, bringing items to cars, and still performing all of their other regular duties such as placing requests over the phone, processing materials, and checking in items after the quarantine period. They are all doing an amazing job, and are working incredibly hard!

The acrylic shields for the desks have arrived, and are in the process of being put together, and put in place. We are still waiting on delivery of the surface coverings for the push bars, elevator buttons, etc to arrive, but they should be coming soon.

On Wednesday, July 8th, I virtually attended the SALS director council meeting. Otherwise I have been assisting as needed with curbside and phone calls, doing prep needed for eventually continued opening, and getting things ready for those taking over my duties when I am out on leave. Tuesday, July 28th I will attend the Town of Ballston Agenda meeting virtually as well.

Submitted by Jenn Richard, Interim Director

## **Youth Services Report - July 2020**

### **Programming and Social Media**

All in-house programming continues to be suspended due to COVID-19. We are offering at least one virtual event every weekday this month as part of our Summer Reading program. Statistics on those July programs will be reported in August.

We have continued to promote our library programs and post informative articles on social media, with three to four posts each day including weekends. Patrons have been happy to give us permission to post pictures of their children attending some of our virtual events and these are fun for our other followers to see. Kisha will be taking over the social media posts in August.

### **Picture Book Bundles**

We have created a picture book bundle program in which patrons can call to request books on a specific topic from pre-determined categories. The YS staff then selects ten books on that topic which can be picked-up via our regular curb-side delivery service. This can help busy parents who may not have the time to browse our catalog to find picture books for their young children. We have accommodated many special requests such as the addition

of board books or audiobooks to the bundles, and have gotten very good feedback from patrons. Since June 29<sup>th</sup> we have had 26 requests for book bundles.

## **Summer Reading**

### *Participation:*

Summer Reading participation is continuing to increase, as many patrons have been happy to have a program for their children to participate in this summer when so many other things have been canceled. The numbers are less than last summer, but that was expected. We have had significantly less questions about how the program works from participants this year, and we think this is due to the detailed help guides put together by the library staff that are posted on our website.

<b>Program Name</b>	<b>2020 Readers</b>	<b>2020 Readers Who Logged</b>	<b>2020 Logged Minutes</b>	<b>2019 Readers*</b>	<b>2019 Readers Who Logged*</b>	<b>2019 Logged Minutes*</b>
2020 Summer Reading (all kids)	464	309	244583	1091	662	724857
Adult Summer Reading 2020	128	79	94177	236	151	274152
Total Readers Enrolled in a Program	592			1327		

\*This is the number from Week 8, the final week of summer reading in 2019

*Marketing:* We are continuing to market Summer Reading on our social media, and will continue to do so throughout the next few weeks. The BH-BL school district also continues to share our posts and communicate to parents about the program. In the June 26<sup>th</sup> issue of the Community News there was a wonderful article about our program on the front page above the fold, titled “Summer Reading Program Offers a Wealth of Activities”.

*Prizes:* We are planning to have several days in mid-August when patrons can come to the library during a specific time period to pick up all of their Summer Reading prizes outside the library. There will be tables set up to keep patrons socially distant from our staff, tents to provide some shade, and some book carts with our free book prizes so that kids can still browse to select the book of their choice. We will have designated rain dates if needed.

The Burnt Hills-Ballston Lake school district has once again agreed to purchase many of the prize books and they will be dropping those off to us over the next few weeks. They will be providing us with stickers to put on the books stating “Donated by BH-BL school district”.

## **Statistics**

<b>Social Media</b>	<b>Posts</b>	<b>Engagements*</b>	<b>Reach**</b>	<b>Kids</b>	<b>Adults</b>
<b>April Facebook</b>	<b>122</b>	<b>2,645</b>	<b>38,481</b>		
<b>May Facebook</b>	<b>126</b>	<b>1,818</b>	<b>32,530</b>		
<b>June Facebook</b>	<b>115</b>	<b>2,364</b>	<b>36,896</b>		
<b>July Facebook (partial month 7/1-7/26)</b>	<b>99</b>	<b>1,282</b>	<b>25,968</b>		
<b>June Programs</b>					
<b>6/23 – Turtle Dance Music Live Show (number represents devices viewing the show, not number of kids)</b>				<b>30</b>	
<b>6/16 – Book Buzz book club wrap-up</b>				<b>4</b>	<b>2</b>
<b>6/18 – Mrs. Baumbach’s book club wrap-up</b>				<b>9</b>	<b>4</b>

\*Engagements means the number of times people liked, shared, or clicked on a link we provided

\*\* Reach means the number of times one of our posts entered a person's viewing screen

## **Staff**

Our Youth Services staff continues to be busy planning programs and providing services to patrons. They have done a fantastic job transitioning to the virtual formatting and are continuing to come up with new ideas for these unprecedented times. We continue to meet weekly and are working well together as a team. We are going to be offering a few additional story time programs in August now that our July programming has been well received which we will announce soon. We are also starting to develop ideas for fall programming to present to Rebecca for her approval when she returns.

I have agreed to continue working for a few hours a week between Rebecca's expected return on August 24<sup>th</sup> and September 4<sup>th</sup>. But only if that is truly needed. If there is a new director in place by then, and there is a full staff of librarians, I would expect that my end date would be closer to 8/24.

Submitted by Susan Flint - Temporary Head of Youth Services

## **Report on Adult Services**

June 22 – July 24, 2020

I started my first day on June 22, 2020. Most of the first week was spend familiarizing myself with the various systems that the library uses, e.g. Polaris, Canvas, Smores. I spent time updating the website, adding an adult service and a diversity collection page. I also created weekly newsletters, change the ADP signs on Mondays. Services offered were book loans and returns; adult requests, reader advisory and reference services. Various questions were answered on Facebook and via email. Website summer reading page updated every Thursday. So far, we have started the curbside services on June 29th. We offered the services Monday- Wednesday and Fridays, 10am to 4 pm and on Thursdays 1-6:30 pm. We had 743 appointments to date. Appointments per day are as follows:

The daily curbside use are as follows:

Date	Appointments booked	Date	Appointments booked
June 29	37	July 13	40
June 30	21	July 14	42
July 1	27	July 15	30
July 2	35	July 16	42
July 3	41	July 17	50
July 6	38	July 20	39
July 7	30	July 21	39
July 8	34	July 22	38
July 9	36	July 23	40
July 10	41	July 24	43

The view and reach of the newsletter are as follows:

June 5<sup>th</sup> 455 views

July 3<sup>rd</sup> 544 views

June 12<sup>th</sup> 668 views

July 10<sup>th</sup> 557 views

June 19<sup>th</sup> 545 views

July 17<sup>th</sup> 503 views

June 26<sup>th</sup> 576 view

July 24<sup>th</sup> 388 views

The circulation desk spent the greater portion of their day checking in and checking out books, answering the phones and filling requests for books, audiovisuals and dvd. Client requests for books were done each day.

Submitted by Kisha Sawyers, Temporary Librarian II.