

Town of Ballston Community Library
Board of Trustees Meeting Minutes
August 26, 2020

Call to order: The meeting was called to order at 7:06pm by President Steve Zarelli.

Present via Zoom call: [x]Rebecca Darling, Interim Director; [x]Jenn Richard, Adult Services Librarian; Deborah Fiedler, Library Interim Operating Manager.

Trustees: [x]Steve Burchett, [x]Michelle Hernandez, [x]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 by Tom Shaginaw, with a second from Steve Burchett, the trustees voted without objection to approve the minutes of the July 23, 2020 special meeting, and also voted to approve a motion by Tom Shaginaw, seconded by Julia Stone, to approve the minutes of the August 24 special meeting. The minutes of the July 29, 2020 regular monthly meeting will be corrected and submitted for approval in September.

Report of Special Funds: Special funds for August 2020 were reviewed.

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

Approval of Bills: The August 2020 bills, reviewed and signed by Carolyn Speenburgh, will be approved in September, once Trustees are able to review a summary.

Director's and Librarians' Reports: appended at end of minutes.

Reports of Committees:

Personnel: Steve Zarelli welcomed Rebecca Darling back from maternity leave, and congratulated her on becoming the library's new Director. He also thanked Deborah Fiedler on her exceptional service as Library Interim Operating Manager the past few weeks.

Budget: The Town plans to hold three budget workshops, and the library is on their agenda for September 3.

Unfinished Business:

Reopening plan revisit: Ms. Darling stated that the library is preparing to enter Stage 3 of reopening on September 14. This stage will slightly increase hours the library will be open to the public from Stage 2 hours, the first floor will be available for patron browsing, and a sampling of items from upstairs shelves will be brought downstairs for patrons to choose from. Curbside pick-up of requested materials will still be available, but limited to two hours/day. The number of patrons allowed in the building will be limited to 10, in accordance with NYS guidelines, since we need to account for staff who will be present as well.

Painting update: Repainting of the upstairs of the library is finished and looks fantastic.

Sidewalk project: Director Darling met with Kisha Sawyers and Deborah Fiedler regarding the sidewalk project. The contractor has pushed back the start date for the project to September 8, with completion by September 18. Ms. Darling will confirm with the contractor that there will be separate entrance/exits for patrons visiting the library during the construction of the new sidewalks.

Attorney consultation: a second meeting with Stephanie Adams was held this afternoon. Correspondence will be forthcoming from her regarding a draft Memorandum of Understanding with the Town.

Employee Handbook: President Zarelli has indicated to Library employees that they should not sign the handbook until the areas where Town guidelines differ from Library practices are reviewed.

New Business:

Extending Temporary Adult Services Librarian: A motion was made by Steve Burchett, seconded by Julia Stone, to extend Kisha Sawyers' time for another month, until October 22. It passed by unanimous consent.

Resignation: Byron Phillips has submitted his intent to resign as of September 4. Ms. Darling will investigate the library's options to replace his services.

Flagpole relocation: Trustees discussed various possibilities for a new location for the flag pole, which needs to be removed from present location on the sidewalk, due to sidewalk demolition and replacement.

Adjournment: At 8:57pm, on a motion by Steve Burchett, with second from Sue Tomlinson, the meeting was adjourned.

Minutes respectfully submitted by: Sue Tomlinson, Secretary

August 2020 Director's Report & Librarians' Reports:

Interim Director's Report August (8/3-8/21) 2020

Building: Attended the sidewalk replacement meeting with Contractors & Project manager. Sidewalk replacement will begin on August 31 at 7am and last 2 weeks. Access to the library will be provided but likely Curbside Pick-Up will need to be moved to the back parking lot.

HVAC – Roof units were serviced, included with yearly contract, with Appolo Heating. Additionally, a quote for upgraded, Merv 13 rated filters was received.

Plexi-glass Shields have been difficult to obtain due to supply and demand. The shields were ordered through Staples who then subcontracted them to 2 different vendors. We are still missing a couple key components necessary to mount them at the Circulation desk. In the meantime, I've placed what we have to shield the Circulation staff desk successfully. We will need to find a solution before Children's room before allowing patron access.

General Duties: I attended the monthly SALS Director's Council meeting on August 5.

I scheduled the Adult Fiction (Judy Kaplan's) Bookclub to meet at Jenkin's Park. 17 members plan to attend.

I scheduled & lead the Adult NonFiction Bookclub at Jenkin's Park. 6 members attended & were very happy to meet in person – socially distanced of course.

Curbside Pickup service was tweaked to add another evening to accommodate more patrons.

Participated in Interviews for the open Director's position.

Submitted by Deborah Fiedler, Library Interim Operating Manager

Report on Adult Services, June 22 – August 25, 2020

Curbside Services: We offer curbside services Monday and Thursdays 1-6:30 pm; Tuesday, Wednesday and Fridays, 10am to 4 pm. We had **1,630** appointments to date.

Newsletter: The view and reach of the newsletter are as follows:

July 31st	503 views
Aug 6 th	588 views
Aug 14	522 views
Aug 21	434 views

Summer Reading – Adults Summer Reading 2020 is reflected as follows:

	2020 Readers	2020 Readers Who Logged	2020 Logged Minutes
Week 1	92	50	17583
Week 2	111	66	35485
Week 3	120	74	60346
Week 4	124	76	75484
Week 5	128	79	94177
Week 6	130	82	115769
Week 7	130	83	129207
Week 8	134	91	174,816

Social Media	Posts	Engagements*	Reach**
August Facebook Aug 1-24th	59	1400	14358

Upcoming Adult Programs

Ban Booked Week - September 27-October 3

Constitution Week - September 14 -18th

Virtual Meditation - Mindfulness, Loving-Kindness, Compassion – September 9th or 16th

Items Circulation by Collection (since June 22, 2020)

	July 24, 2020	August 25, 2020
Items	3,626	7,196
Checked Out	3704	7,424
Renewals	<u>265</u>	<u>1,575</u>
Total	3,969	8,999

Hoopla - 182 patrons have borrowed 1,268 unique titles since launch.

July 2020 month to date stats: 34 new patrons
 94 unique patrons

August 2020 Month to date stats: 8 new patrons
 82 unique patrons
 293 circs

Kisha Sawyers, Temporary Head of Adult Services

Youth Services Report - August 2020

Programming: Several new virtual Summer Reading programs were added in August due to the positive feedback we received on our July programming. These included story times, fractured fairy tales, reading to Seamus, and a 6 ft slingshot art program for teens. We also added a Grab-n-Go craft kit that was very popular. It featured a dragon craft that we paired with an online book suggestion. Patrons stopped by the library during the week to get them from a bin we left on the sidewalk. By the end of the week 101 of them had been picked up.

We are currently planning for our fall programming which will include the following:

- Book clubs for grades K-9
- Toddler Storytime
- Kindergarten Storytime
- Grab-n-Go craft kits
- Events by outside programmers
- Readers advisory services to support home schooling and/or virtual learning

Summer Reading:

Week 8 Final Results								
Program Name	2020 Readers	2020 Readers Who Logged	2020 Logged Minutes	2020 Percentage who Logged	2019 Readers	2019 Readers Who Logged	2019 Logged Minutes	2019 Percentage who Logged
Readers Enrolled in a Program	608				1307			
Teen Summer Reading 2020	131	85	129,087	65%	233	135	208,885	58%
Preschool Summer Reading 2020	62	40	32,359	65%	211	111	71,591	53%
Elementary Summer Reading 2020	281	205	278,278	73%	627	416	444,381	66%
Adult Summer Reading 2020	134	91	174,816	68%	236	151	274,152	64%

Summer Reading Prizes: Prizes were distributed to all those who earned them during 3-hour time-slots on August 19th – 25th. There were two tents set up in the library parking lot. Participants came to pick up their prizes and book rewards during their allotted time slots. Social distancing practices were followed.

Program Statistics:

July Summer Reading Programs	Kids	Adults
Preschool	61	40
Elementary	30	12
Teen	14	5
Family	138	60

Staff: Mary Jane and Ruta will be going back down to their regular fall hours. Edison has left for college and we will not hire to replace him while the library continues to stay closed to the public. Susan’s last day was Aug. 21st.

Submitted by Susan Flint, Temporary Youth Services Librarian