

**Town of Ballston Community Library**  
**Board of Trustees Meeting Minutes**  
**October 28, 2020**

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

**Present via Zoom call:** [x]Rebecca Darling, Director; [x]Jenn Richard, Adult Services Librarian.

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 Michelle Hernandez, with a second from Julia Stone, the trustees voted without objection to approve the minutes of the September 30 meeting.

**Report of Special Funds:** Special funds for September were reviewed.

**Monthly Financial Statements:** The financial statements for September have not come over from the Town yet. Trustees will review them next month.

**Approval of Bills:** The September bills, reviewed and signed by Steve Burchett, were approved on a motion by Steve Burchett with a second by Michelle Hernandez. There was one abstention.

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

Library as polling place: in addition to the submitted Director’s Report, trustees discussed possible implications of having the library open for patrons on Election Day. There was concern that parking spaces in the library’s lot would not be sufficient for both voters and patrons, as well as the fact that the restrooms would be closed to library patrons because they are in the area being used for polling. On a motion by Steve Burchett, with a second from Sue Tomlinson, it was decided that in the interest of public safety, in the face of the COVID-19 pandemic, the library will suspend Pop-In and curbside services on November 3<sup>rd</sup>, Election Day, 2020. All remote services will continue as planned.

**Reports of Committees:**

Budget and Finance Committee: no 2021 budget report.

Policy Committee: Director Darling reminded trustees that the Public Health Emergency/Pandemic policy has not been finalized. She will schedule a Zoom meeting with the policy committee to discuss it.

**Unfinished Business:**

Reopening Plan revisit: Ms. Darling discussed expanding the library’s operating hours to better serve patrons by opening on Saturdays from 9-1. Concern was expressed about extending hours with the number of coronavirus cases in New York State rising, but ultimately it was decided to go ahead and open Saturdays 9-1.

We have received an estimate for \$2,589.19 from Allerdice Glass and Mirror to install plexiglass upstairs in the Children’s Room around the two Youth Services desks. Following some discussion, a motion was made by Tom Shaginaw, seconded by Steve Burchett, to authorize Allerdice Glass and Mirror to install partitions in the Children’s Room for an amount not to exceed \$2,600.

Sidewalk Project update: The new sidewalks are finished, the flagpole has been moved, and a new flag purchased. The location Trustees had selected for the flagpole was not suitable because of the location of elements of the septic system. The location chosen is not accessible from the sidewalk in winter. Director Darling has reached out to several landscaping companies to get information regarding the installation of a flagstone path from the sidewalk to the flagpole.

CT Male has requested re-painting the handicap parking spaces. Thank you to John Antoski for assisting coordination with the Town with regard to the sidewalk project.

Head of Youth Services: Two candidates from the Civil Service list have indicated interest in the position. We are still canvassing the list and working with Saratoga County Civil Service.

### **New Business:**

2021 Holiday schedule: discussion tabled until the County and the Town finalize their 2021 holidays.

Tree Lighting: Rotary and BHBL BPA would like to have a drive-through event, with possible venues being the library or the high school. Over concerns regarding traffic flow, the library is not interested in hosting the event, but will participate at another site.

**Executive session:** on a motion by Steve Burchett, seconded by Julia Stone, trustees entered executive session to discuss legal issues. At 9:16, Sue Tomlinson made a motion, seconded by Carolyn Speenburgh, to exit executive session, where no votes were taken.

**Adjournment:** At 9:17, on a motion by Carolyn Speenburgh, with second from Tom Shaginaw, trustees voted unanimously to adjourn the meeting.

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

## **Director's Report October, 2020**

### **Building**

- Sidewalk replacement and paving is complete. HMA will return to correct the painting on the handicap spaces. The flag pole is up and Wiring Concepts adjusted the light so that the flag is appropriately lit. We are very thankful that the Cook Family continues to adjust the flag to half staff when necessary.
- Saxton Janitorial currently cleans the Library five days a week. They will increase to six days in November to provide coverage for our new Saturday schedule.
- Allerdice Glass, Clifton Park Glass and Glenville Glass were all contacted about adding Plexiglas to the upstairs staff desks.

### **Programming**

- Judy's Book Club and Non-Fiction Book Club each met in person at Jenkins Park.
- The Friends of the Library held their monthly meeting via Zoom.

### **Other**

- The Library's Community Room is a polling place. We moved our quarantined items upstairs and coordinated with Saratoga County Board of Elections to create a plan that would allow for both voting and library services simultaneously.
- Attended the following meetings: Ballston Town Meetings, SALS Directors Council and Friends of the Library.
- New Director Training is scheduled with SALS for November 10<sup>th</sup>.

*Rebecca Darling,  
Library Director*

## Youth Services Report October 2020

### Programming

There has been a big demand for in person and hands on programming. There has been great attendance for our weekly Story Times in Jenkins Park. We are continuing monthly Grab N' Go craft kits and offered a Pumpkin Scavenger Hunt that can be done in the Library Parking Lot.

We are now offering parent and child yoga, Baby and Toddler Story Times, and monthly book clubs all over Zoom. We will add Read to Seamus, our therapy dog, and weekly Preschool Story Times on Zoom starting in November.

### September 2020 Statistics

Programs	Number Offered	Participants	Number Offered YTD	Participants YTD
Preschool	7	169	78	1,510
Elementary	3	33	24	309
Teen	1	3	15	83
Outreach	0	0	6	140
Family	1	77	25	763
<b>TOTAL</b>	<b>12</b>	<b>282</b>	<b>148</b>	<b>2,805</b>

### Materials Circulation

While the Children's Room remains closed we have many displays on the first floor. Staff also brings down requests for patrons while they wait. We are now offering Seasonal and Holiday Book Bundles, we put together 14 in October.

*Rebecca Verhayden Darling,*  
*Director*

## **Report on Adult Services June 22 – October 21, 2020**

It was a wonderful four months. I enjoyed meeting and working with the staff at the Town of Ballston Community Library. Thank you all for your assistance and support.

### **Curbside Services**

Since September 14, we have reduced our curbside hours two hours each day. This is Monday 4:30 PM – 6:30 PM, Tuesday 10:00 AM – 12:00 PM, Wednesday 10:00 AM – 12:00 PM, Thursday 4:30 PM – 6:30 PM and Friday 10:00 AM – 12:00 PM.. Curbside services have dropped significantly as persons are now entering the building.

So far, we had **2,207** appointments:

June	58
July	887
August	860
September	378
October	24

Since September 14, we are allowing persons to enter the building. Only 10 persons are allowed in the building at a time and they are required to be wearing a mask for the duration of the visit. The Pop-In Library hours are Monday 1:00 PM – 7:00 PM, Tuesday 9:00 AM – 5:00 PM, Wednesday 9:00 AM – 5:00 PM, Thursday 1:00 PM -7:00 PM and Friday 9:00 AM -5:00 PM

So far, we had a steady flow of patrons entering the building to browse the collection, pick up items, use the computer and the photocopier.

So far, we had **1625** users:

Mon 14-Sep	73	Thur 1-Oct	74
Tue 15-Sep	43	Fri 2-Oct	68
Wed 16-Sep	49	Mon 5-Oct	76
Thur 17-Sep	84	Tue 6-Oct	82
Fri 18-Sep	53	Wed 7-Oct	41
Mon 21-Sep	91	Thur 8-Oct	53
Tue Sept. 22	50	Fri 9-Oct	40
Wed 23-Sep	55	Tue 13-Oct	85
Thur 24-Sep	53	Wed 14-Oct	65
Fri 25-Sep	43	Thur 15-Oct	77
Mon 28-Sept	63	Fri 16-Oct	62
Tue29-Sep	65	Mon 19-Oct	72
Wed 30-Sep	46	Tues 20 Oct	63

### Newsletter

The view and reach of the newsletter to date are as follows:

Sept 4	535 views
Sept 11	575 views
Sept 18	623 views
Sept 25	705 views
Oct 2	465 views
Oct 9	501 views
Oct16	302 views

Social Media	Total Users on page	Page Engagements	Page Reach	Post Reach
August Facebook (Aug 1-31)	1188	11,931	72,814	20, 044
September Facebook (Sept 1 – 30)	1202	14,623	114,178	18, 712
October Facebook (Oct 1 – 21)	1210	7,898	65,216	9,354

**Programs**

Reader Advisory

Reference Services

Homework Assistance (Young Adult)

Technology Assistance (Elderly)

**Items Circulation by Collection** (since June 22, 2020)

	July 24, 2020	Aug. 25, 2020	Sept. 28, 2020	Oct. 22, 2020
Items	3,626	7,196	10,796	13,367
Checked Out	3704	7,424	11,766	15,130
Renewals	<u>265</u>	<u>1,575</u>	<u>2,955</u>	<u>3,890</u>
Total	3,969	8,999	14,721	19,020

**Hoopla** – 307 patrons have borrowed 1,897 unique titles since launch!

Prior 12 month totals quick stats:

- 292 new patrons
- 211 unique patrons
- 2,296 circs
- 10.88 avg. circs per patron
- 1,771 unique titles

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

September 2020 month to date stats:

- 11 new patrons
- 81 unique patrons
- 272 circs

October 2020 month to date stats:

- 8 new patrons
- 70 unique patrons
- 191 circs

Kisha Sawyers  
 Temporary Head of Adult Services  
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Date submitted: October 21, 2020