

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
May 26, 2021**

Call to order: The meeting was called to order at 7:02 p.m. by President Steve Zarelli.

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

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

Town of Ballston Representative – []John Antoski

Town of Charlton Representative – []Doug Ranaletto

Board Minutes: On a motion by Julia Stone with a second from Steve Burchett, the trustees voted to approve the minutes of the May 18 special meeting. There were two abstentions.

Report of Special Funds: Special funds for May were reviewed.

Monthly Financial Statements: Financial statements for May were reviewed.

Approval of Bills: The May bills, reviewed and signed by Steve Burchett, were approved without exception on a motion by Michelle Hernandez with a second by Julia Stone.

Director’s Report: appended at end of minutes.

Reports of Committees:

Long Range Plan: The May 25 Engaged Planning training session was canceled due to presenter illness. Participants will be notified about a reschedule date. Three ASK sessions were scheduled for May in order to solicit community input, but two were canceled due to a low number of registered participants. The May 27 session has several community members signed up to attend, and will take place tomorrow.

Building and Grounds: Neighbors at 4 Lawmar Lane have expressed concern over the condition of the library fence bordering their property. Director Darling has secured two separate quotes to repair the fence, both in the \$4,500 range.

Hometown Turf will be providing an estimate to clean up the library property beyond the staff parking lot.

Old Business:

Electric Vehicle charging stations: Dan Farrow of Abbott Energy stopped by the library to check on progress of the electric vehicle charging stations. Installation is expected to be complete in early June.

Reopening Plan Update: Beginning Tuesday, June 1, we will be lifting capacity limits and time limits for patrons to be in the library.

Beginning June 21, the library will enter Phase 4 of the reopening plan, resuming fifty-one open hours, restoring seating for patrons, fully opening the computer lab. Some changes to hours of operation were recommended by Ms. Darling. A motion to modify Phase 4 of the Reopening Plan to reflect the new library hours was made by Tom Shaginaw and seconded by Sue Tomlinson. It passed unanimously. On a motion by Julia Stone with second from Michelle Hernandez, trustees voted without exception to begin Phase 4 of the Reopening Plan on June 21, 2021. The edited reopening plan is attached.

Eagle Scout project: Ryanne Gordon has received final approvals and work is in progress for her Eagle Scout project to build and install benches in front of the library.

Anchor Diamond Story Walk: Pete Sheridan is working on obtaining the necessary materials to build the stations of the Story Walk, and the books the library purchased have come in and are being prepared for mounting.

Local History Room and Lighting Construction Project: Director Darling met with architects Lisa Hayes and Paul Mays. They recommend we delay sending the project out to bid until September, with construction to begin later in the fall or early winter. This should still bring the project to completion by the June 2022 deadline.

New Business:

Trustee Elections and Committee Appointments: Julia Stone will be soliciting input from trustees regarding officer roles and committee assignments for 2021-2022.

Rotary Peace Pole: The Burnt Hills Ballston Lake Rotary club would like to erect a Peace Pole near the library's digital sign on Lakehill Road. The project would include landscaping and a bench. The library would bear none of the associated costs.

Executive session: At 8:06 p.m. on a motion by Tom Shaginaw, seconded by Steve Burchett, trustees voted unanimously to enter executive session to discuss legal matters. At 8:13, Michelle Hernandez made a motion which was seconded by Carolyn Speenburgh to exit executive session. No votes were taken.

Adjournment: At 8:14, on a motion by Carolyn Speenburgh, with second from Steve Burchett, trustees voted unanimously to adjourn the meeting.

Minutes respectfully submitted by: Sue Tomlinson, Secretary

Town of Ballston Community Library Director's Report

May 2021

Circulation Statistics

April 2021

| Circulation Statistics | Current Month | 2021 YTD | 2020 Total |
|--|----------------------|-----------------|-------------------|
| Items Added to Collection | 272 | 1,208 | 2,791 |
| Number of Physical Items Circulated | 6,151 | 19,179 | 49,737 |
| Overdrive Circulation | 1,063 | 3,766 | 13,164 |
| Hoopla Circulation | 427 | 1,583 | 3,217 |
| New Patron Registrations | 14 | 29 | 108 |
| Curbside Appointments | 33 | 1,844 | 2,555 |
| Patrons in the Building | 1,522 | 3,146 | 21,461 |

Programs & Events

April 2021

| Programs | Number Offered Current Month | Participants Current Month | Number Offered 2021 YTD | Participants 2021 YTD | Number Offered 2020 Total | Participants 2020 Total |
|---------------|------------------------------|----------------------------|-------------------------|-----------------------|---------------------------|-------------------------|
| Preschool | 10 | 148 | 46 | 514 | 105 | 1,767 |
| Elementary | 4 | 42 | 18 | 217 | 31 | 489 |
| Teen | 1 | 4 | 4 | 16 | 18 | 99 |
| Adult | 2 | 24 | 13 | 228 | 30 | 291 |
| Family | 4 | 301 | 12 | 1,155 | 6 | 140 |
| Outreach | 1 | 19 | 1 | 19 | 37 | 1,488 |
| TOTALS | 22 | 538 | 94 | 2,149 | 227 | 4,274 |

- This year's summer reading program theme is "Tails and Tales" and will run from June 28 - August 21. We have finalized all of our summer programming and we have some fun and exciting animal themed events, story times, and crafts happening in the next few months. Next week Alyssa will begin virtually "visiting" the local schools and promoting the summer reading program.

Organizational Goals

- The Long Range Plan Committee is holding an Aspirations exercise for the public to attend on May 27 on Zoom at 6:30 PM.

Financials

- The Library has submitted \$5,500.55 for in expenses for reimbursement per FEMA guidelines. The Library has spent more on COVID-19 but only expenses through 9/15/2020 are eligible. Our reimbursement process has been delayed because FEMA has requested additional information from the Town of Ballston that has not yet been supplied.

Staff & Volunteers

- Angelo Aldi started at the Library as a page on May 17 and Jayna Laferriere began on May 20.

Facility Update

- Abbott Energy is currently on site working to install the new Electric Vehicle Chargers.
- The Building and Grounds Committee is currently seeking estimates to replace the fence and landscape the area behind the library.

Technology

- Library staff are exploring new software for materials ordering through Baker & Taylor Title Source 360. We are hoping this will streamline the process going forward.

April 2021

| Technology Statistics | Current Month | 2021 YTD | 2020 Total |
|--------------------------|---------------|----------|------------|
| Public Computer Sessions | 65 | 115 | 964 |
| WiFi Sessions | 465 | 1,469 | 5,355 |

Marketing

April 2021

| Marketing Statistics | Current Month | 2021 YTD | 2020 Total |
|----------------------|---------------|-------------------------------------|---------------|
| Social Media Posts | 72 | 377 | Not Available |
| Website Visits | 1,215 | 6,555 (does not include January) | 77,869 |

Policy Review

Meetings & Professional Development

- Angelo Aldi, Page: Preventing Discrimination & Harassment
- Mary Jane Baumbach, Clerk: Preventing Discrimination & Harassment
- Meghan Center, Clerk: Preventing Discrimination & Harassment
- Carol Chaisson, Clerk: Preventing Discrimination & Harassment
- Rong-Jane Chen, Library Assistant: Preventing Discrimination & Harassment
- Michelle Danneffer-Cau, Library Assistant: Preventing Discrimination & Harassment
- Rebecca Darling, Director: BH-BL BPA, Friends of the Library, Long Range Plan, Town of Ballston, Board of Trustees, SALS Annual Meeting, Tyler Technologies Executime Demo, Preventing Discrimination & Harassment
- Deborah Fiedler, Substitute: Preventing Discrimination & Harassment
- Linda Fieldhouse, Clerk: Preventing Discrimination & Harassment
- Alyssa Harvey, Head of Youth Services: Board of Trustees, SALS Annual Meeting, Preventing Discrimination & Harassment
- Erin Knight, Clerk: Preventing Discrimination & Harassment
- Elizabeth Lafergola, Clerk: Preventing Discrimination & Harassment
- Jayna Laferriere, Page: Preventing Discrimination & Harassment
- Hannah Moore, Clerk: Preventing Discrimination & Harassment
- Amelia Grace Morrow, Clerk: Preventing Discrimination & Harassment
- William Newsom, Account Clerk: Preventing Discrimination & Harassment
- Patricia Pericone, Clerk: Preventing Discrimination & Harassment
- Jenn Richard, Head of Adult Services: Friends of the Library, Town of Ballston, Board of Trustees, SALS Annual Meeting, SALS Adult Program Swap, Preventing Discrimination & Harassment
- Terry Riley, Account Clerk: Preventing Discrimination & Harassment
- Charity Shillito, Page: Preventing Discrimination & Harassment
- Ruta Tomik, Clerk: Preventing Discrimination & Harassment

Rebecca Verhayden Darling, Director 5/25/2021