

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
October 27, 2021**

**Call to order:** The meeting was called to order at 7:04 p.m. by President Steve Zarelli.

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

Trustees: [x]Steve Burchett, [ ]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

Guest – Tim Newell of Newell Family Insurance

**Board Minutes:** On a motion by Carolyn Speenburgh with a second from Tom Shaginaw, the trustees voted to approve the minutes of the September 29, 2021 meeting.

On a motion by Carolyn Speenburgh with second from Julia Stone, the trustees voted to approve the minutes of the minutes of the October 7, 2021 special meeting.

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

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

**Approval of Bills:** The October bills, reviewed and signed by Julia Stone, were approved on a motion by Tom Shaginaw with a second by Sue Tomlinson.

**Director's Report:** appended at end of minutes.

**Reports of Committees:**

**Long Range Plan:** A draft of the long-range Plan has been started. Director Darling will email the committee and set up a Zoom meeting to polish the report and get a final draft ready to send to trustees for approval by year-end.

**Old Business:**

**Reopening Plan Update:** no change.

**Local History Room and Lighting Construction Project:** The project has gone out to bid. Three companies have expressed interest, and attended a walk-through with the architect. The bids will be opened on November 9, 2021 at 3:05pm.

**Rotary Peace Pole:** The Rotary Peace Pole is in the ground. Shipping delays have pushed the dedication ceremony off to Spring 2022.

**NYS Construction Grant 2021 Application:** There has been no update from NYS regarding our Construction Grant application to upgrade the Children's Room to LED lighting.

**2022 Budget:** The library's 2022 budget has been accepted by the Town with no changes. The Town of Charlton will fund us in 2022 at the 2021 amount.

## **New Business:**

**Insurance Presentation, Tim Newell of Newell Family Insurance:** Mr. Newell presented a draft proposal from Utica National Insurance Group, as well as a proposal from Philadelphia Insurance Company, and answered trustees' questions regarding the plans. A motion was made by Steve Burchett and seconded by Julia Stone to move forward with Newell Family Insurance as broker of record provided our lawyer confirms there is no conflict of interest in doing so. The motion passed without exception.

**Contract for Snow Removal:** A motion to contract with Hometown Turf Lawn Care to provide snow removal and salting of sidewalks and parking lot for winter 2021-2022 was made by Tom Shaginaw and seconded by Steve Burchett. It passed with all in favor.

**Special Meeting Schedule:** Weekly special board meetings will be held over Zoom until further notice except for the week of Thanksgiving.

**Update Financial Policies:** Motion to create a petty cash sub-account to our account at Ballston Spa National Bank (BSNB) was made by Sue Tomlinson with second by Tom Shaginaw. Motion passed unanimously.

Motion to appoint Rebecca Darling a signer on the petty cash sub-account was made by Steve Burchett and seconded by Julia Stone. It passed with all in favor.

Motion to appoint Jennifer Richard a signer on the petty cash sub-account was made by Steve Burchett and seconded by Tom Shaginaw. It passed with all in favor.

Motion to appoint Alyssa Harvey a signer on the petty cash sub-account was made by Steve Burchett and seconded by Tom Shaginaw. It passed with all in favor.

**Executive session:** At 8:42 p.m. on a motion by Carolyn Speenburgh, seconded by Julia Stone, trustees voted unanimously to enter executive session to discuss legal matters. At 9:19, Steve Burchett made a motion, which was seconded by Carolyn Speenburgh and passed unanimously, to exit executive session, where no votes were taken.

**Adjournment:** At 9:21, on a motion by Steve Burchett, with second from Carolyn Speenburgh, trustees voted unanimously to adjourn the meeting.

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