

# Town of Ballston Community Library

## Board of Trustees Meeting Minutes

July 28, 2021

**Call to order:** The meeting was called to order at 7:07 p.m. by Vice President Michelle Hernandez.

**Present:** [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, [ ]Carolyn Speenburgh, [x]Julia Stone, [x]Sue Tomlinson, [ ]Steve Zarelli

Town of Ballston Representative – [x]John Antoski (joined remotely (Zoom))

Town of Charlton Representative – [ ]Doug Ranaletto

**Board Minutes:** The minutes from the June 30, 2021 Board of Trustees meeting were not available for review.

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

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

**Approval of Bills:** The July bills, reviewed and signed by Tom Shaginaw, were approved without exception on a motion by Steve Burchett with a second by Julia Stone.

**Librarians' Reports:** appended at end of minutes.

### **Reports of Committees:**

**Long Range Plan:** The community survey soliciting input on the future of the Library went live last Friday. The Towns of Ballston and Charlton helped publicize on their websites. The survey to be open for about a month; there have been 57 respondents to date.

### **Old Business:**

**Electric Vehicle Chargers:** The Electric Vehicle Chargers are up and functional. They are being used. Rebecca will generate and distribute to the Trustees a Use Report. NYSERDA is evaluating the Grant Rebate application and has not provided an estimated decision date.

**Reopening Plan Update:** The Library is currently in Phase 4 of the policy. There was recognition and discussion that Saratoga County is showing increased COVID positivity, though not yet high enough to trigger the CDC threshold for mask recommendation. (Saratoga County is currently designated as “Moderate”. The next higher designation is “High”. At that designation the CDC is recommending people wear masks when indoors, even for those who are vaccinated.) On a motion from Tom Shaginaw, seconded by Steve Burchett and unanimously adopted, the Trustees empowered the Library Director to implement the change to require masks for people in the Library (patrons, staff, etc.) if the Saratoga County positivity rate causes a change in the applicable CDC guidance.

Eagle Scout Project: Ryanne Gordon reported that the project has been completed, though some additional pea gravel will be brought in to further fill the space.

Local History & Lighting Construction Project: Rebecca reported that this project is expected to go out to bid at the end of August.

Rotary Peace Pole: Pole has been ordered; landscape planning underway.

NYS Construction Grant 2021 Application: The estimate associated with the proposed project was very high. It is being revisited now, and additional information is expected next week. The Building and Grounds subcommittee will work with Rebecca in preparation for the submittal deadline – 27 August, 2021.

### **New Business:**

2022 Budget: Treasurer Steve Burchett described the current budget planning status. The Library is working with Town to understand this year's tax cap and other obligations/constraints.

Gold Award Project: Ryanne Gordon is hoping to perform a Girl Scout project (7 benches in an amphitheater in the front of the library (opposite the recent Eagle project installation)). Expenses to be covered by accrued troop funds. Based on concerns about the aesthetics, the Trustees proposed that the amphitheater be located elsewhere on the property. Ryanne to re-evaluate and propose an alternate solution to Rebecca and the Building and Grounds Subcommittee.

Trustee Committees and Bill Signing: Rebecca shared the contact information and schedule for Trustees.

Accept the resignation of Jayna Laferriere, Library Page, effective August 14, 2021. On a motion by Tom Shaginaw, with a second from Steve Burchett, the trustees voted to accept the resignation of Jayna Laferriere.

Accept the resignation of William Newsom III, Temporary Account Clerk effective July 23, 2021. On a motion by Tom Shaginaw, with a second from Steve Burchett, the trustees voted to accept the resignation of William Newsom III.

**Executive Session:** At 8:45 on a motion by Julia Stone, seconded by TS , trustees voted, without exception, to enter executive session to discuss legal issues.

At 8:51, Tom Shaginaw made a motion, seconded by Michelle Hernandez, to exit executive session, where no votes were taken.

**Adjournment:** At 8:53, on a motion by Michelle Hernandez, with second from Tom Shaginaw, trustees voted unanimously to adjourn the meeting.

Minutes respectfully submitted by: Tom Shaginaw, Trustee

# Town of Ballston Community Library Director's Report

July 2021

## Circulation Statistics

### June 2021

<b>Circulation Statistics</b>	<b>Current Month</b>	<b>2021 YTD</b>	<b>2020 Total</b>
<b>Items Added to Collection</b>	278	1,909	2,791
<b>Number of Physical Items Circulated</b>	8,227	34,195	49,737
<b>Overdrive Circulation</b>	1,026	5,872	13,164
<b>Hoopla Circulation</b>	451	2,476	3,217
<b>New Patron Registrations</b>	28	71	108
<b>Curbside Appointments</b>	53	1,917	2,555
<b>Patrons in the Building</b>	2,219	6,801	21,461

## Programs & Events

### June 2021

<b>Programs</b>	<b>Number Offered Current Month</b>	<b>Participants Current Month</b>	<b>Number Offered 2021 YTD</b>	<b>Participants 2021 YTD</b>	<b>Number Offered 2020 Total</b>	<b>Participants 2020 Total</b>
<b>Preschool</b>	6	218	64	994	105	1,767
<b>Elementary</b>	2	30	24	292	31	489
<b>Teen</b>	0	0	5	20	18	99
<b>Adult</b>	2	21	19	336	30	291
<b>Family</b>	3	180	116	1,896	6	140
<b>Outreach</b>	4	254	5	273	37	1,488
<b>TOTALS</b>	<b>17</b>	<b>703</b>	<b>175</b>	<b>3,821</b>	<b>227</b>	<b>4,274</b>



Incubating Eggs in  
Decorating Program

Library Children's Room  
Smith Park, Charlton

Library Therapy Dog Seamus and his owner Pat Gregorewsky

at Story Walk in Anchor Diamond Park, Ballston

Adult Cookie

in Elmer

- The Library is busy with the Summer Reading Program. 125 adults are registered and have logged 60,448 minutes. 532 children and teens are registered for the Youth Summer Reading Program and have logged 272,953 minutes so far!

## Organizational Goals

- The Long-Range Planning committee is seeking feedback from patrons and Town residents through a survey available online and in the Library. The survey was published on Friday July 23 and was shared by the Library, the Town of Ballston and the Town of Charlton. As of July 26 we have 63 responses.

### Financials

- Terry Riley continues to work with Joe Whalen to apply for FEMA reimbursement for eligible COVID-19 expenses.

### Staff & Volunteers

### Facility Update

- The automatic door opener in the Children’s Room was making a high-pitched noise while opening and holding open. Mangione’s did a temporary fix but feels it will likely need to be replaced in the near future. Mangione’s gave us an estimate of \$2900 for the materials and labor.
- The tree in front of the Library will be taken down August 14 by Wade’s Tree Service.
- Sienna Fencing will install the new fence at the back of the property in late October/early November.

### Technology

- The Library has experienced several internet outages this month. We are working with SALS and Spectrum to resolve the issues and Spectrum has replaced some equipment.

#### June 2021

Technology Statistics	Current Month	2021 YTD	2020 Total
Public Computer Sessions	92	250	964
WiFi Sessions (unique users)	446	2,332	5,355

### Marketing

#### June 2021

Marketing Statistics	Current Month	2021 YTD	2020 Total
----------------------	---------------	----------	------------

<b>Social Media Posts</b>	112	545	Not Available
<b>Website Visits</b>	3,990	913,792 (does not include January)	77,869

### Policy Review

- Reopening Plan (Safety Plan)

### Meetings & Professional Development

- Rebecca Darling, Director: Board of Trustees, Town of Ballston, Friends of the Library
- Alyssa Harvey, Head of Youth Services: Board of Trustees
- Jenn Richard, Head of Adult Services: Friends of the Library, Board of Trustees

Rebecca Verhayden Darling, Director 7/27/2021