

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
August 25, 2021**

Call to order: The meeting was called to order at 7:03 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, []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 – Sara Dallas, Director of the Southern Adirondack Library System

Board Minutes: On a motion by Julia Stone with a second from Steve Burchett, the trustees voted to approve the minutes of the June 30, 2021 meeting as corrected.

On a motion by Steve Burchett with second from Carolyn Speenburgh, the trustees voted to approve the minutes of the minutes of the July 28, 2021 meeting.

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

Monthly Financial Statements: Financial statements for August were reviewed.

Approval of Bills: The August bills, reviewed and signed by Sue Tomlinson, were approved on a motion by Steve Burchett with a second by Julia Stone.

Director's Report: appended at end of minutes.

Reports of Committees:

Long Range Plan: We have received survey responses from 105 individuals. The committee will be scheduling a meeting soon to go over the responses and begin to draft the Long Range Plan.

Old Business:

Electric Vehicle charging stations: Trustees reviewed the report of usage for 7/2021 and to-date figures.

Reopening Plan Update: no change.

Gold Award Project: See proposal, attached below, for Ryanne Gordon's Gold Award project. Installation is planned for September.

Local History Room and Lighting Construction Project: Going out to bid in September.

Rotary Peace Pole: The tree removal has been completed in site prep for the project, which will be erected and unveiled in October.

NYS Construction Grant 2021 Application: Following some discussion, on a motion from Steve Burchett with second from Sue Tomlinson, trustees voted to apply for a NYS Construction Grant to upgrade the Children's Room to LED lighting. The project has an estimated cost of \$52,000 and if the grant is awarded, there will be a 50%-75% match from the state.

2022 Budget: A motion was made by Steve Burchett and seconded by Sue Tomlinson to approve sending the budget proposal prepared by the Budget and Finance Committee to the Town. The motion passed.

New Business:

Sara Dallas, Director of the Southern Adirondack Library System: Ms. Dallas spoke to trustees about some of the services her system provides to member libraries, and provided trustees with handouts on the Minimum Standards for Public Libraries in New York State, and a draft of the SALS Plan of Service.

Resolution to hire Lindsay Kosnick as a page at the Town of Ballston Community Library Beginning September 15, 2021: On a motion by Sue Tomlinson with second from Carolyn Speenburgh, trustees voted to approve hiring Lindsay Kosnick as a page beginning September 15, 2021.

Accept the resignation of Meghan Center, Library Clerk, on September 2, 2021: Trustees voted, on a motion by Julia Stone, seconded by Steve Zarelli, to accept the resignation of Meghan Center.

Motion to remove Colleen Smith as signer on Petty Cash Account (xxx5534): Motion was made by Carolyn Speenburgh and seconded by Steve Zarelli, passed with all in favor.

Motion to add Alyssa Harvey as signer on Petty Cash Account (xxx5534): Motion was made by Steve Zarelli and seconded by Julia Stone, passed with all in favor.

NYLA 2021 Conference: Motion to approve Alyssa Harvey to attend the NYLA Conference in Syracuse November 4-6, at a cost not to exceed \$900, was made by Steve Zarelli, seconded by Sue Tomlinson, and passed with all in favor.

Motion to approve Jennifer Richard to attend the NYLA Conference in Syracuse November 4-6, at a cost not to exceed \$950, was made by Julia Stone, seconded by Steve Zarelli, and passed with all in favor.

Executive session: At 8:32 p.m. on a motion by Carolyn Speenburgh, seconded by Sue Tomlinson, trustees voted unanimously to enter executive session to discuss legal matters. At 9:21, Carolyn Speenburgh made a motion which was seconded by Julia Stone to exit executive session, where no votes were taken.

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

Minutes respectfully submitted by: Sue Tomlinson, Secretary