

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
December 1, 2021**

Call to order: The meeting was called to order at 7:06 p.m. by President Steve Zarelli.

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

Trustees: []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

Minutes of November 3, 2021 meeting: On a motion by Julia Stone, seconded by Carolyn Speenburgh, trustees unanimously approved the minutes of the November 3, 2021 special meeting as corrected.

Minutes of November 17, 2021 meeting: On a motion by Julia Stone, seconded by Carolyn Speenburgh, trustees unanimously approved the minutes of the November 17, 2021 special meeting as corrected.

Minutes of November 3, 2021 meeting: On a motion by Carolyn Speenburgh, seconded by Steve Zarelli, trustees approved the minutes of the November 23, 2021 special meeting. There was one abstention.

Report of Special Funds: Special Funds for November were reviewed.

Monthly Financial Statements: Financial statements for November were reviewed.

Approval of Bills: The November bills, reviewed and signed by Steve Zarelli, were approved on a motion by Sue Tomlinson with second by Tom Shaginaw.

Director's Report: appended at end of minutes.

Reports of Committees:

Long Range Plan: The Long Range Plan committee received some feedback from Erica Freudenberg at SALS on their draft of the 2020-2025 Long-range Plan, and met on 12/1 to incorporate more details as she suggested. Committee members will review a final time before presenting to the Board for approval.

Old Business:

Reopening Plan Update:The Library Leadership Team discussed some safety measures that could be implemented in order to open up the Community Room safely for programming and group use. However, the COVID-19 positivity rate in Saratoga County (8.4% as of 11/29) is not conducive to expanding the library's current usage limits at this time.

Local History and Lighting Construction Project: Board President Steve Zarelli and Director Rebecca Darling signed the contract, and the winning bidder is working with the architect.

Insurance Update: Tim Newell of Newell Family Insurance Agency, LLC, gave a progress update regarding taking over the library's insurance coverage. Some facets, such as Workers' Comp, are ready to be signed off on and have payment terms arranged, and others need a bit more work done on the transition.

Retirement Update: Ms. Darling and Ms. Richard have spoken the representatives of the New York State and Local Employees' Retirement System. As Treasurer, Steve Burchett will need to sign the paperwork.

It will take a few months to establish the library as a new entity, and we hope to report through the Town in the meantime.

Personnel Policy Update: We are working with Ian Loehner from Public Sector Consultants, LLC to update our Personnel Policy. Director Darling will consult UHY LLP, Certified Public Accountants for additional assistance.

SALS Construction Grant: There is an additional amount of \$2,100 from the grant monies received. Director Darling consulted with Wiring Concepts LLC and they provided an estimate of \$3,100 to upgrade the lighting from the display case across in front of the Circulation Desk to the elevator. A motion was made by Tom Shaginaw, seconded by Steve Zarelli, to approve up to \$1,200 from the library budget to have Wiring Concepts, LLC replace existing lighting from the display case to the elevator with LED lighting. It passed with all in favor.

Close the library at 4 p.m. on Wednesday, December 8 for staff training: Trustees unanimously approved a motion by Julia Stone, with second by Carolyn Speenburgh, to close the library at 4 p.m. on December 8 for a staff meeting and training.

New Business

Transition with the Town: The Town of Ballston has suggested implementing a structured communication plan between the Town and the library.

Executive session: At 8:04 p.m. on a motion by Tom Shaginaw, seconded by Julia Stone, trustees voted unanimously to enter executive session to discuss legal and personnel matters. At 8:27, Julia Stone made a motion, which was seconded by Carolyn Speenburgh and passed unanimously, to exit executive session, where no votes were taken.

Adjournment: At 8:28, on a motion by Sue Tomlinson, with second from Julia Stone, trustees voted unanimously to adjourn the meeting.

Minutes respectfully submitted by: Susan Tomlinson, Secretary