

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
December 29, 2021**

Call to order: The meeting was called to order at 7:03 p.m. by President Steve Zarelli.

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

Trustees: [x]Steve Burchett, []Michelle Hernandez, [x]Tom Shaginaw, []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 December 22, 2021 meeting: On a motion by Michelle Hernandez, seconded by Julia Stone, trustees unanimously approved the minutes of the December 22, 2021 meeting.

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

Monthly Financial Report: Financial statements for December were reviewed.

Approval of Bills: On a motion by Sue Tomlinson with second by Julia Stone, the December bills, as reviewed by Steve Burchett, were passed without exception.

Old Business:

Reopening Plan: The Saratoga County COVID positivity rate is over 10%. Ms. Darling noted that while no changes are planned at this time, there are incremental steps that can be taken, if necessary, to protect public and staff.

Electric Charging Stations: Usage for the electric charging stations was \$42.48 for the month of November, and \$180.95 year-to-date. The library will continue to offer this service free of charge.

Library/Town Transition Update:

- The Library's attorney, Stephanie Adams, and the Town's attorney, Deb Kaelin, are reviewing the proposed legislation to send to the State Legislature.
- Tom Shaginaw has been gathering information regarding future election of trustees.
- Ms. Darling has meetings scheduled with ADP and UHY.
- The board will request a meeting between Ms. Darling and Erin Hadcock, the Town's new bookkeeper.

Executive session: At 7:32 p.m., on a motion by Steve Zarelli, seconded by Steve Burchett, trustees voted unanimously to enter executive session to discuss legal matters. At 7:57, Julia Stone made a motion, which was seconded by Tom Shaginaw and passed unanimously, to exit executive session, where no votes were taken.

Motion to correspond with the Town re Transition Plan: On a motion by Tom Shaginaw with second from Steve Zarelli, trustees voted unanimously to correspond with the Town with transition notes as corrected (attached below) and copies of the Library insurance policies.

Adjournment: At 7:59, on a motion by Julia Stone with second from Steve Zarelli, trustees voted unanimously to adjourn the meeting.

Minutes respectfully submitted by: Susan Tomlinson, Secretary