

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
February 16, 2022**

Call to order: The meeting was called to order at 7:02 p.m. by President Steve Zarelli.

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

Trustees: []Steve Burchett, [x]Michelle Hernandez, [x]Tom Shaginaw, [x]Carolyn Speenburgh, [x]Julia Stone, [x]Sue Tomlinson, [x]Steve Zarelli

Town of Ballston Representative – []Michael Carota

Town of Charlton Representative – []Chris Tasse

Minutes of 1/26/22 monthly meeting: On a motion by Michelle Hernandez, with second by Steve Zarelli, trustees voted unanimously to approve the minutes of the 1/26/22 monthly meeting as corrected.

Minutes of 2/2/22 monthly meeting: On a motion by Tom Shaginaw, with second by Carolyn Speenburgh, trustees voted unanimously to approve the minutes of the 2/2/22 special meeting.

Old Business:

Reopening Plan: no changes. We will continue to follow the CDC guidelines, which are expected to change next week.

Local History and Lighting Construction Project Update: Director Darling has had productive conversations with architect Lisa Hayes and contractor Michael Gallo, and we are pushing the start date of this project to the first week of March. There will be a no-cost change order. We are waiting on the Town to approve the contract so the work can begin. Director Darling will check with the Town to make sure they have everything they need, and to make sure there will be a resolution on the agenda for 2/22/22 for them to take up.

New Business:

President Zarelli reviewed Resolution 22-020, listed below, in its entirety, with Trustees.

At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on February 16, 2022, there were:

	Present	Absent	Aye	Nay	Abstain
Steve Zarelli	X		X		
Michelle Hernandez	X		X		
Steve Burchett		X			
Sue Tomlinson	X		X		
Tom Shaginaw	X		X		
Carolyn Speenburgh	X		X		
Julia Stone	X		X		
Total	6	1	6		0

I, Tom Shaginaw, offer the following resolution and move its adoption:

Resolution 22-020: To provide mutual awareness of fiscal operations until the Legislation Update takes place.

BE IT RESOLVED that to provide mutual awareness of fiscal operations until the Legislation Update takes effect, the Library Board of Trustees (BOT) will generate and provide courtesy copies to the Town Board of financial reports as follows:

A. Bank reconciliations signed as approved by a BOT officer (typically the BOT Treasurer), for all bank accounts under the control of the BOT, by the 15th of each following month;

B. NYSLRS (New York State and Local Retirement System) report (from NYSLRS web portal) of transmission/submission of Library employee retirement data from monthly payroll, by the 15th of each following month;

C. Monthly financial Statements in a routine format developed by the Library's accounting firm, by the 15th of each following month;

D. Federal 941 and NYS 45 quarterly payroll tax reports for the 1st and 2nd quarters of the current year, within 10 business days of completion;

E. Proof of Insurance on Building with Town listed as an additional insured and Town to be notified if insurance lapses, on a no less than annual basis, and upon any material change in coverage terms or carrier;

F. Annually audited Financial Statements and Report no later than 15 days after receipt by the BOT;

G. Plan of Service no later than 15 days after submission to New York State Education Department;

H. Annual Report to New York State Library Development no later than 15 days after submission to New York State Education Department;

I. The final report and direction from the New York State Comptroller regarding audit of the Library, no later than 15 days after receipt by the Library;

J. The Library shall provide a monthly summary to the Town Board advising of status of change to enabling legislation, charter, and bylaws.

Seconded by Trustee Julia Stone, offered for discussion and duly put to a vote, the results of which appear above.

New Business: There was conversation regarding the sufficiency of the financial reports sent to the Town at their request, and the release of funds to the Library at month-end. President Zarelli will send an email to the Town tomorrow to confirm status of those two matters.

Executive Session: At 7:24 p.m., on a motion by Sue Tomlinson, seconded by Michelle Hernandez, trustees voted unanimously to enter executive session to discuss legal matters. At 7:31 p.m., Julia Stone made a motion, which was seconded by Steve Zarelli and passed with all in favor, to exit executive session, where no votes were taken.

Adjournment: At 7:32 p.m., on a motion by Julia Stone with second from Tom Shaginaw, trustees voted with all in favor to adjourn the meeting.

Minutes respectfully submitted by: Susan Tomlinson, Secretary