

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
January 12, 2022**

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, [x]Alyssa Harvey, Youth Services Librarian.

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

Town of Ballston Representative – []Michael Carota

Town of Charlton Representative – []

Minutes of January 5, 2022 meeting: On a motion by Julia Stone, seconded by Michelle Hernandez, trustees unanimously approved the minutes of the January 5, 2022 meeting.

Old Business:

Reopening Plan: no changes.

Library/Town Transition Update:

- Director Darling and Terry Riley met with ADP and completed forms to get ready for our first payroll with ADP, which will take place on Friday, 1/14/22.
- Ms. Darling, Terry Riley and Tom Shaginaw will meet this week with UHY to get Quickbooks set for 2022.

Local History Room Update: We are still waiting on a signed contract before contractors can start work. Shelving has been taken down to prepare the space. We are just waiting for the Town to sign off.

New Business:

- Michael Carota will be the new library representative from the Town of Ballston. We don't know yet who our Charlton representative will be.
- Inspection of the library's fire and sprinkler system showed a problem. Alarm and Suppression tried to repair the system and was not successful. The Town's Building Department stated that it was not safe to operate the library until the problem was corrected. Alarm and Suppression will try installing another new panel tomorrow morning.

Executive session: At 7:16 p.m., on a motion by Julia Stone, seconded by Tom Shaginaw, trustees voted unanimously to enter executive session to discuss legal matters. At 7:30, Julia Stone made a motion, which was seconded by Sue Tomlinson and passed without exception, to exit executive session, where no votes were taken.

Adjournment: At 7:35, on a motion by Tom Shaginaw with second from Steve Zarelli, trustees voted with all in favor to adjourn the meeting.

Minutes respectfully submitted by: Susan Tomlinson, Secretary