

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
January 26, 2022**

**Call to order:** The meeting was called to order at 7:04 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, [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 January 12, 2022 meeting:** On a motion by Steve Burchett, seconded by Julia Stone, trustees unanimously approved the minutes of the January 12, 2022 meeting.

**Report of Special Funds:** Special funds for January were reviewed.

**Monthly Financial Report:** Financial statements for January were reviewed.

**Approval of Bills:** The January bills, reviewed and signed by Michelle Hernandez, were approved unanimously on a motion by Steve Burchett, with second by Sue Tomlinson.

**Librarians' Reports:** appended at end of minutes

**Reports of Committees:**

**Policy Review:** Updates to policies P4000, Personnel Policy, and P7250, Trustee Appointment Policy, were discussed.

**Old Business:**

**Reopening Plan:** no changes.

**Local History & Lighting Construction Project:** Town attorney Deb Kaelin would like to review the process the Library followed for bidding and awarding the contract for this project to ensure that Town bidding policies were followed. Library attorney Stephanie Adams and architect Lisa Hayes are providing guidance to help us move forward. Director Darling has a meeting scheduled with Ms. Hayes to talk about how the situation will be communicated with Gallo Construction. Once the proper documentation is provided to the Town, we expect that they will approve the contract with Gallo and the construction work can proceed.

**Rotary Peace Pole:** Rotary continues to work on the project, and there is a meeting scheduled in two weeks to finalize plans for ordering the bench and other site preparation plans.

**New Business:**

a) RESOLUTION 22-001 - APPROVE THE ORGANIZATIONAL RESOLUTIONS 22-002 THROUGH 22-014 AND APPOINTMENTS FOR 2022.

Motion made by Tom Shaginaw, seconded by Steve Burchett, and passed unanimously.

b) RESOLUTION 22-002 – BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that all meetings of the Board of Trustees shall be held in accordance with the latest edition of Robert's Rules of Order.

- c) RESOLUTION 22-003 – BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that the meetings of the Board of Trustees shall be held in the Town of Ballston Community Library located at 2 Lawmar Lane, Ballston, Saratoga County or any video conferencing platform that allows public participation and transcription. The regular meeting shall be held at 7:00 p.m. on the Last Wednesday of each month.
- d) RESOLUTION 22-004 – BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that the Ballston Spa National Bank shall be the official depository for Library funds and, BE IT FURTHER RESOLVED that the funds may be withdrawn, and checks may be signed, in accordance with the provisions of the procedures established by the Board of Trustees in Library policy P5600.
- e) RESOLUTION 22-005 – BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that salaries for Library Employees for 2022 are approved and established in the 2022 budget and that all other salaries and hourly rates for the 2022 budget and any subsequent resolutions be approved with longevity awards to be applied during the year as earned and BE IT FURTHER RESOLVED that the payroll schedule be biweekly for all hourly and salaried employees.
- f) RESOLUTION 22-006 – BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that the official newspaper as required by NYS Education Department Law shall be The Daily Gazette.
- g) RESOLUTION 22-007 – BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that Library Employees shall be compensated at the rate of 58.5 cents per mile for the approved use of their personal automobiles in the performance of their official duties.
- h) RESOLUTION 22-008 BE IT RESOLVED that the Library Fee Schedule (attached) will be used for the 2022 calendar year through the 2023 Organizational Meeting.
- i) RESOLUTION 22-009 - BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that all overnight trips shall require prior approval by the Board of Trustees and, BE IT FURTHER RESOLVED that all other conference attendance shall require prior authorization of the Board of Trustees and BE IT FURTHER RESOLVED that reasonable expense reimbursement for conferences shall be approved by the Director. Any conference enrollee who cannot attend without cause will reimburse the Library for any costs incurred by the Library. Any late fee is the sole responsibility of the conference enrollee.
- j) RESOLUTION 22-010 - BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that the agenda be posted on the Library Website and the Library Bulletin Board 24 hours prior to the meeting.
- k) RESOLUTION 22-011 - BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that all official meeting minutes must be written and mailed or electronically distributed to appropriate parties within 14 days of applicable meeting.
- l) RESOLUTION 22-012 - BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library that the fee schedule be amended to include a fee for checks returned by any bank for insufficient funds is to be \$20.00.
- m) RESOLUTION 22-013 - BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community Library authorizes the Library Director, with Treasurer written concurrence, to make transfers between accounts in the current budget in order to keep accounts properly funded and the Library Director will report transfers to the Board of Trustees.
- n) RESOLUTION 22-014 - WHEREAS the Board of Trustees of the Town of Ballston Community Library requires varied professional services from experts that appropriately licensed and registered in New York State; and, BE IT RESOLVED by the Board of Trustees of the Town of Ballston Community designates and appoints the following firms, subject to approval of contracts by the Library's Attorney, or independent counsel as appropriate:

Firm	Appointment to Library
UHY LLC	Accounting Services
The Law Office of Stephanie Adams (LOSA), PLLC	Legal Services
Public Sector HR, LLC	Human Resources Consultant

o) 22-015 RESOLUTION to rescind existing Policies P4000-P4700 effective to be replaced with the Town of Ballston Community Library Employee Handbook adopted by resolution of the Library Board of Trustees on December 22, 2021.

Motion made by Steve Burchett, seconded by Julia Stone, passed unanimously.

p) 22-016 RESOLUTION to add policy P7250 Trustee Appointment to the Master Policy

Motion made by Tom Shaginaw, seconded by Sue Tomlinson, passed unanimously.

q) 22-017 RESOLUTION to enter into Professional Services Agreement with Public Sector HR

for on demand human resource consulting at a rate of \$185 per hour for 2022.

**At a Meeting of the Board of Trustees of the Town of Ballston Community Library, New York, on January 26, 2022, there were:**

	Present	Absent	Aye	Nay	Abstain
Steve Zarelli	X		X		
Michelle Hernandez	X		X		
Steve Burchett	X		X		
Sue Tomlinson	X		X		
Tom Shaginaw	X		X		
Carolyn Speenburgh	X		X		
Julia Stone	X		X		
<b>Total</b>	<b>7</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>

I, Trustee Carolyn Speenburgh, offer the following resolution and move its adoption:

**To pass resolution 22-017**

BE IT RESOLVED: that the Board of Trustees of the Town of Ballston Community Library does hereby approve 22-017: RESOLUTION to enter into Professional Services Agreement with Public Sector HR for on demand human resource consulting at a rate of \$185 per hour for 2022.

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

**Executive session:** At 7:50 p.m., on a motion by Michelle Hernandez, seconded by Julia Stone, trustees voted unanimously to enter executive session to discuss legal matters. At 8:29, 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 8:30, 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