

**Town of Ballston Community Library**  
**Board of Trustees Meeting Minutes**  
**February 23, 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, [ ]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 – [ ]Chris Tasse

**Minutes of 2/9/22 special meeting:** On a motion by Julia Stone, with second by Steve Zarelli, trustees voted unanimously to approve the minutes of the 2/9/22 special meeting as corrected.

**Minutes of 2/16/22 monthly meeting:** On a motion by Tom Shaginaw, with second by Julia Stone, trustees voted unanimously to approve the minutes of the 2/16/22 special meeting.

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

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

**Approval of Bills:** The February bills, reviewed and signed by Tom Shaginaw, were unanimously approved on a motion by Julia Stone with second by Steve Zarelli.

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

**Reports of Committees:**

**Budget and Finance:** The Budget and Finance Committee met and discussed some items to bring to the Trustees at a future meeting. The committee will meet again before the March monthly meeting on 3/26/22.

**Old Business:**

**Reopening Plan:** no changes for now, and SALS has encouraged libraries to stay the course until the CDC issues new guidelines. We expect the CDC to will do this very soon, and we will no longer require masks in the library when that happens.

**Local History and Lighting Construction Project Update:** The construction contract with Gallo and the process the library followed in awarding that contract are being reviewed by the Town. Director Darling has spoken with Gallo and the tentative start date for the project has been pushed to March 3.

**New Business:**

**Continuing Education for Trustees:** Trustees are required to complete at least two hours of continuing education in 2022. Several opportunities for online continuing education are available. Ms. Darling will inform Trustees about upcoming trainings as she learns of them.

**Ballston Legislative Kickoff Meeting:** The legislative kickoff meeting, scheduled for this morning, has been postponed. It will be rescheduled in the next few weeks.

**Resolution 22-021: To approve the Library’s Annual Report.**

President Zarelli reviewed Resolution 22-021, 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 23, 2022, there were:**

	Present	Absent	Aye	Nay	Abstain
Steve Zarelli	X		X		
Michelle Hernandez		X			
Steve Burchett		X			
Sue Tomlinson	X		X		
Tom Shaginaw	X		X		
Carolyn Speenburgh		X			
Julia Stone	X		X		
<b>Total</b>	<b>4</b>	<b>3</b>	<b>4</b>		<b>0</b>

I, Sue Tomlinson, offer the following resolution and move its adoption:

**Resolution 22-021: To approve the Library’s Annual Report.**

BE IT RESOLVED that the Town of Ballston Community Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the “Annual Report” was reviewed and accepted by the Library Board on 2/23/22.

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

**Resolution 22-022: To establish that a standard work day at the Town of Ballston Community Library consists of seven hours, and to report employee days-worked as required.**

President Zarelli reviewed Resolution 22-022, 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 23, 2022, there were:**

	Present	Absent	Aye	Nay	Abstain
Steve Zarelli	X		X		
Michelle Hernandez		X			
Steve Burchett		X			
Sue Tomlinson	X		X		
Tom Shaginaw	X		X		
Carolyn Speenburgh		X			
Julia Stone	X		X		
<b>Total</b>	<b>4</b>	<b>3</b>	<b>4</b>		<b>0</b>

I, Sue Tomlinson, offer the following resolution and move its adoption:

**Resolution 22-022: To establish that a standard work day at the Town of Ballston Community Library consists of seven hours, and to report employee days-worked as required.**

BE IT RESOLVED that the Town of Ballston Community Library, Location Code 51521, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system of the record of activities maintained and submitted by these members to the clerk of this body: All employees' standard work day is seven hours.

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

**Executive Session:** At 7:33 p.m., on a motion by Julia Stone, seconded by Steve Zarelli, trustees voted unanimously to enter executive session to discuss legal matters. At 8:20 p.m., Julia Stone made a motion, which was seconded by Tom Shaginaw and passed with all in favor, to exit executive session, where no votes were taken.

**New Business:**

Trustee Tom Shaginaw reviewed the library's Monthly Transition Report, focusing on items whose status has changed since the previous (January, 2022) Transition Report.

**Resolution 22-023: To approve the Library's Monthly Transition Report and send it to the Town.**

President Zarelli reviewed Resolution 22-022, 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 23, 2022, there were:**

	Present	Absent	Aye	Nay	Abstain
Steve Zarelli	X		X		
Michelle Hernandez		X			
Steve Burchett		X			
Sue Tomlinson	X		X		
Tom Shaginaw	X		X		
Carolyn Speenburgh		X			
Julia Stone	X		X		
Total	4	3	4		0

I, Sue Tomlinson, offer the following resolution and move its adoption:

**Resolution 22-023: To approve the Library's Monthly Transition Report and send it to the Town.**

BE IT RESOLVED to approve the Monthly Transition Report and send it to the Town.

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

**Adjournment:** At 8:25 p.m., on a motion by Tom Shaginaw with second from Julia Stone, trustees voted unanimously to adjourn the meeting.

**Minutes respectfully submitted by:** Susan Tomlinson, Secretary