

Town of Ballston Community Library
Board of Trustees Meeting Minutes
February 24, 2021

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

Present via Zoom call: [x]Rebecca Darling, Director; [x]Jenn Richard, Adult 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 – [x]John Antoski

Town of Charlton Representative – []Doug Ranaletto

Board Minutes: On a motion by Carolyn Speenburgh, with a second from Tom Shaginaw, the trustees voted, with one abstention, to approve the minutes of the February 17 special meeting.

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

Monthly Financial Statements: Financial statements for February were reviewed.

Approval of Bills: The February bills, reviewed and signed by Carolyn Speenburgh, were approved on a motion by Steve Burchett with a second by Tom Shaginaw.

Director's Report: appended at end of minutes.

Reports of Committees:

Long-Range Planning Committee: Sue Tomlinson and Director Darling are registered to attend a five-part series of virtual seminars for Directors and Trustees called Engaged Planning, hosted by SALS.

Old Business:

Personnel: Last week Director Darling and Ms. Richard conducted five telephone screenings for the Head of Youth Services position. Four of the candidates will participate in Zoom interviews starting next week.

New Business:

President Steve Zarelli read this statement of recognition of Deborah Fiedler's service to the library that will be presented to Ms. Fiedler on the occasion of her retirement.

The Library Board of Trustees, Library Director, and staff would like to recognize and acknowledge years of dedicated service in which Deborah Fiedler has provided *exceptional* service to the Town of Ballston Community Library and the Town's citizens. Over the course of her employment, Ms Fiedler has given critical assistance to various services. She works on the circulation desk, has filled in for storytime, processes materials, and runs a non-fiction book club. In a period of critical transition, Deb expertly assumed the role of Operating Manager and ran the library with professionalism. Her breadth of knowledge is expansive, and her experience and skills will be sorely missed! We wish her all the best in her retirement and thank her for her service to the community.

NYS Annual Report: On a motion by Sue Tomlinson, with second by Michelle Hernandez, trustees voted unanimously to approve the library's New York State Annual Report.

Julia Stone moved we pass a resolution to appoint Michelle Dannenhoffer-Cau to the part-time position of Library Assistant beginning March 15, 2021, at a salary of \$17.50 per hour in accordance with

Saratoga County Civil Service and Town of Ballston Community Library policies. The motion was seconded by Carolyn Speenburgh and passed with all in favor.

Executive session: At 7:41, on a motion by Steve Burchett, seconded by Sue Tomlinson, trustees voted, without exception, to enter executive session to discuss legal issues. At 7:59, Carolyn Speenburgh made a motion, seconded by Michelle Hernandez, to exit executive session, where no votes were taken.

Adjournment: At 8:00, on a motion by Sue Tomlinson, with second from Michelle Hernandez, trustees voted unanimously to adjourn the meeting.

Minutes respectfully submitted by: Sue Tomlinson, Secretary

Town of Ballston Community Library Director's Report

February 2021

News & Updates

- The Library is resuming Pop-In Hours on March 1st. Patrons will be able to browse, use public computers, make photo copies, place requests, receive reference services and check out.
- All programming remains virtual at this time.

Circulation Statistics

January 2021

Circulation Statistics	Current Month	2021 YTD	2020 Total
Items Added to Collection	288	288	2,791
Number of Physical Items Circulated	4,020	4,020	49,737
Overdrive Circulation			13,164
Hoopla Circulation	370	370	3,217
New Patron Registrations	1	1	108
Curbside Appointments	880	880	2,555
Patrons in the Building	0	0	21,461

Program Statistics

January 2021

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2021 YTD	Participants 2021 YTD	Number Offered 2020 Total	Participants 2020 Total
Preschool	12	111	12	111	105	1,767
Elementary	5	62	5	62	31	489
Teen	1	4	1	4	18	99
Adult	3	31	3	31	30	291
Family	2	158	2	158	6	140
Outreach	0	0	0	0	37	1,488
TOTALS	23	366	23	366	227	4,274

Organizational Goals

- SALS is leading a Long Range Plan series beginning in March to guide libraries as they work to meet the new community based requirements for long range plans.

Financials

- Terry Riley, William Newsom and I have been working with UHY. They have successfully uploaded the Library's pre-2020 financial records into QuickBooks.

Staff & Volunteers

- Deborah Fiedler is retiring from the Library after almost twelve years of service. Deb started as a Clerk in 2009 and has moved to being a Library Assistant and the Head of Processing. In her time with us, Deb has been a huge supporter of the Friends of the Library and was the original chair of the Library Mini Golf event. She also revitalized the art displays in the Community Room and coordinated the BH-BL Art Show each April. Deb leads the popular Non-Fiction Book club for adult patrons. She has also spearheaded the effort to streamline processing and has been instrumental in the Museum Pass program. Deb has graciously agreed to stay on as a substitute.

Facility Update

- We have no updates from Butler Rowland Mays about the status of our NYS Construction Grant to upgrade to LED lighting and build a local history room. Jenn Richard and the Town Historian Rick Reynolds have been collaborating on how to best highlight local history within the room.
- Alarm and Suppression did the annual inspection of the alarm systems and fire extinguishers on February 4th. Three extinguishers were serviced and updated during this visit.
- All Star Plumbing cleared a clog in the line to the septic on February 8th. They recommended we have the septic tank pumped this spring.
- Albany Fire Protection inspected the sprinkler systems on February 22nd and found them to be in good condition. Items were stored in the sprinkler closet and need to be removed so that the heater can work appropriately.

Technology

January 2021

Technology Statistics	Current Month	2021 YTD	2020 Total
Public Computer Sessions	0	0	964
WiFi Sessions	291	291	5,355

- SALS installed five new computers, four public use and one staff station.

Marketing

January 2021

Marketing Statistics	Current Month	2021 YTD	2020 Total
Social Media Posts	100	100	Not Available
Website Visits			77,869

Policy Review

- UHY is reviewing our current policies.

Meetings & Professional Development

- Attended SALS Director's Council, Town of Ballston Meetings, Town of Charlton Meetings and Friends of the Library

Rebecca Verhayden Darling, Director 2/24/2021