

**Ballston Community Public Library**  
**Board of Trustees Monthly Meeting Minutes**  
**March 29, 2023**

Attendance: [x]Rebecca Verhayden, Director; [x]Jenn Richard, Adult Services Librarian, [ ]Alyssa Harvey, Youth Services Librarian.

Trustees present: Bill Bechtel, Steve Burchett, Kate Schofield, Carolyn Speenburgh, Julia Stone, Sue Tomlinson

Trustees Present via Zoom: none

Trustees excused: none

Trustees unexcused: none

Town Representatives: none

**Call to order:** The meeting was called to order at 7:00 p.m. by President Julia Stone.

**Minutes of February 22, 2023 monthly meeting:** On a motion by Carolyn Speenburgh, seconded by Kate Schofield, the minutes of the February 22, 2023 meeting were unanimously approved.

**Minutes of March 8, 2023 special meeting:** On a motion by Julia Stone, seconded by Steve Burchett, the minutes of the March 8, 2023 special meeting were approved unanimously.

**Report of Special Funds:** Special funds for March, 2023 were reviewed.

**Monthly Financial Reports:** Financial reports for March, 2023 were reviewed.

**Approval of Bills:** On a motion by Sue Tomlinson, seconded by Carolyn Speenburgh, the bills for March, 2023 were unanimously approved.

**Librarians Reports:** Attached.

**Reports of Committees:**

- a) Town Liaisons: none
- b) Personnel Committee: Draft of annual performance review for Director Verhayden was prepared and will be presented to Trustees for discussion in Executive Session. Staffing updates will be covered under Resolutions 23-028 and 23-029.
- c) Policy Committee: Amendment to the Bylaws' Trustees Annual Calendar will be covered in the resolution listed below.

**Unfinished Business:**

- a) Reopening Plan update - no change
- b) Local History and Lighting Construction Project - Good progress has been made on the punchlist; Lisa Hayes of Butler Rowland Mays Architects, LLP has urged Gallo to complete a few remaining items. Roland J. Down repaired rooftop unit 6, but the Local History Room was still cold. Also, there is internal taping inside lighting which is casting a shadow, so Gallo is filing a claim with the manufacturer to send a replacement and/or have it fixed. On a recommendation by Sage Engineering, the thermostat outside the Local History Room was moved inside it, but the room is still cold. We will continue to pursue a solution. Sage Engineering has a proposed 4-step plan to resolve the issue. The Building Department of the Town of Ballston will soon come to inspect

the room; meanwhile, we can begin using it. A ribbon-cutting is anticipated for May. The Town of Charlton picked up the old local history cabinets and they're being rehoused at Charlton Community Center.

- c) Ballston Legislation and Transition - On March 20, 2023, attorneys for the Town and the Library met to review the draft legislation. They agreed on minor changes, and it was sent to Sam Torrey in Assemblywoman Mary Beth Walsh's office. Once approved there, it will come to the Library Board and the Town Board to review. President Stone, Director Verhayden, and trustees Bill Bechtel and Kate Schofield attended a virtual meeting with Erica Freudenberger and Sara Dallas from SALS, who had good input regarding informing patrons of the changes.
- d) Trustee Vacancy - Edward Guider has applied to become a Library Trustee. He spoke briefly about his other volunteer activities and reasons for wanting to be of service to the library and the community.

**New Business:**

*Privilege of the floor ONLY on items for consideration and action this evening. (limit 3 mins.) None.*

**RESOLUTION 23-027** Consider approving monthly Transition Status Report to the Town of Ballston. On a motion by Sue Tomlinson, with second by Kate Schofield, the monthly Transition Status Report was unanimously approved to be sent to the Town of Ballston.

**RESOLUTION 23-028** Consider appointing Tricia Bitley to the part-time position of Account Clerk/Typist as Office Manager for the Ballston Community Public Library at an hourly rate of \$20.00, effective April 3, 2023. Motion made by Steve Burchett, seconded by Julia Stone, and passed with all in favor.

**RESOLUTION 23-029** Consider appointing William Newsom III to the part-time position of Library Clerk at the Ballston Community Public Library at an hourly rate of \$14.79 effective April 3, 2023. Motion was made by Bill Bechtel, seconded by Carolyn Speenburgh, and passed unanimously.

**RESOLUTION 22-030** Consider appointing William Bechtel to the following Board of Trustee Committees: Budget and Finance, Building and Grounds, Policy. Motion was made by Julia Stone, seconded by Steve Burchett, and passed unanimously.

**RESOLUTION 22-031** Consider an amendment to the Ballston Community Public Library Bylaws Trustees' Annual Calendar for the month of April: Distribution of the Annual Report to the Public. Motion was made by Kate Schofield, seconded by Julia Stone, and passed with all in favor.

*Privilege of the Floor on any topic (limit 3 minutes): None*

**Executive Session:** At 7:46 p.m., on a motion by Carolyn Speenburgh, seconded by Sue Tomlinson, trustees voted unanimously to enter Executive Session to discuss the director performance evaluation. At 8:11 p.m. on a motion by Carolyn Speenburgh seconded by Steve Burchett, trustees voted unanimously to exit Executive Session, where no votes were taken.

**Executive Session:** At 8:12 p.m., on a motion by Steve Burchett with second by Bill Bechtel, trustees voted unanimously to enter Executive Session to discuss attorney-client privileged legal matters (as amended from the agenda). At 9:08 p.m., on a motion by Carolyn Speenburgh seconded by Kate Schofield, trustees voted unanimously to exit Executive Session, where no votes were taken.

**Adjournment:** At 9:09 p.m., on a motion by Steve Burchett with second by Bill Bechtel, trustees voted unanimously to adjourn the meeting.