

Ballston Community Public Library
Board of Trustees Monthly Meeting Minutes
April 26, 2023

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

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

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

Trustees excused: Kate Schofield

Trustees unexcused: none

Town Representatives: none

Minutes of March 29, 2023: A motion to approve the minutes of the March 29, 2023 monthly meeting was made by Carolyn Speenburgh and seconded by Bill Bechtel, and passed unanimously.

Report of Special Funds: Special funds for April 2023 were reviewed.

Monthly Financial Reports: Financial reports for April 2023 were reviewed.

Approval of Bills: The April bills, reviewed by Bill Bechtel, were unanimously approved on a motion by Carolyn Speenburgh, with second by Sue Tomlinson.

Librarians' Reports: See attached.

Reports of Committees:

Town Liasons: None

Personnel: The personnel committee completed Director Verhayden's performance evaluation. In her conversation with the committee, Ms. Verhayden invited feedback as to whether trustees have been satisfied with the amount and frequency of information-sharing between the library and trustees. The takeaways from Rebecca's review were Board/Director communication should be limited to monthly meetings and any library requests should go directly through Rebecca. Steve Burchett congratulated Ms. Verhayden on her job performance over a challenging year.

Policy: The Policy Committee met to discuss reworking the **COVID-19 Library Reopening Service Plan**, adding Stage 6, and naming the policy **P2720 Continuation of Operations Policy**.

Nominating: Carolyn Speenburgh will be reaching out to trustees to determine interest in officer positions and committees for 2023-2024.

Budget & Finance: The Budget & Finance Committee will be scheduling a meeting to begin the 2024 budget planning process.

Unfinished Business:

Local History & Lighting Construction Project: A broken light fixture still needs to be replaced. When architect Lisa Hayes returns from leave, she will advise us about closing the project. A ribbon-cutting for the new room will be held on May 31, 2023, at 6 p.m. The construction punch list is growing nearer to completion.

Ballston Legislation & Transition: There were a few minor changes to the legislation after it came back from Assemblywoman Mary Beth Walsh's office which will be discussed in Executive Session. The Library would like to note that we greatly appreciate the Town's support in moving the legislation forward, especially Councilwoman Kelly Jasinski and Attorney Bill Ryan.

Trustee Vacancy: Applicant Ed Guider has been speaking with Director Verhayden to discuss responsibilities of a Library Trustee. He is still interested in the position.

Wellness Hours: Tricia Bitley, our new office manager, made a spreadsheet of Wellness Hours used by the staff to date. She polled staff members and results show that the new program has been very well received.

New Business:

Annual Report to the Public: Trustees reviewed the content and layout of the document and made some suggestions. Ms. Verhayden will rework and bring to the May monthly meeting.

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

RESOLUTION 23-032 Consider amending motion 22-030 appointing William Bechtel to the following Board of Trustee Committees: Budget & Finance, Building & Grounds, and Policy, to renumber it as 23-030.

Motion to approve the resolution was made by Steve Burchett, seconded by Carolyn Speenburgh, and passed unanimously.

RESOLUTION 23-033 Consider amending motion 22-031 an amendment to the Ballston Community Public Library Bylaws' Trustees' Annual Calendar for the month of April: Distribution of Annual Report to Public, to renumber it as 23-031.

Motion to approve the resolution was made by Sue Tomlinson, seconded by Julia Stone, and passed unanimously.

RESOLUTION 23-034 Consider approving monthly Transition Status Report to the Town of Ballston. Motion to approve the resolution was made by Carolyn Speenburgh, seconded by Sue Tomlinson, and passed unanimously.

RESOLUTION 23-035 Consider appointing Calli Powell to the part-time position of Library Assistant for the Ballston Community Public Library at an hourly rate of \$23 effective May 1, 2023.

Motion to approve the resolution was made by Bill Bechtel, seconded by Sue Tomlinson, and passed unanimously.

RESOLUTION 23-036 Consider accepting the resignation of Krysten Rodrigues, circulation clerk, effective April 29, 2023.

Motion to approve the resolution was made by Steve Burchett, seconded by Julia Stone, and passed unanimously.

RESOLUTION 23-037 Consider approving amended **COVID-19 Library Reopening Service Plan** and naming it **Policy 2720 Continuation of Operations Policy**.

Motion to approve the resolution was made by Sue Tomlinson, seconded by Julia Stone, and passed unanimously.

RESOLUTION 23-038 Consider moving the Library to Stage 6 of Policy 2720 Continuation of Operations Policy effective immediately.

Motion to approve the resolution was made by Carolyn Speenburgh, seconded by Steve Burchett, and passed unanimously.

RESOLUTION 23-039 Consider updating all library policies and procedures to the legal name of Ballston Community Public Library.

Motion to approve the resolution was made by Bill Bechtel, seconded by Julia Stone, and passed unanimously.

RESOLUTION 23-040 Consider appointing Charity Canfield to the part-time position of circulation clerk at an hourly rate of \$14.50 effective May 1, 2023.

Motion to approve the resolution was made by Carolyn Speenburgh, seconded by Bill Bechtel, and passed unanimously.

Privilege of the floor on any topic:

None.

Executive Session to discuss Trustee Vacancy: At 8:03 p.m., on a motion by Carolyn Speenburgh with second by Bill Bechtel, trustees voted unanimously to enter Executive Session to discuss a trustee vacancy.

At 8:08 p.m., on a motion by Carolyn Speenburgh with second by Steve Burchett, trustees voted unanimously to exit Executive Session, where no votes were taken.

RESOLUTION 23-041

Whereas, Library Trustee Philip Du resigned from the Board of Trustees prior to the completion of his term, and

Whereas, that resignation was accepted by the Library Board of Trustees through Resolution 23-025, and

Whereas, the Library Charter specifies that in such cases, the Library Board of Trustees is responsible for naming a replacement Trustee to complete that term,

NOW, THEREFORE, the Library Board appoints Edward Guider to serve as a Trustee of the Ballston Community Public Library from April 26, 2023 to June 30, 2023, to complete the remainder of Philip Du's term.

Motion to approve the resolution was made by Sue Tomlinson, seconded by Bill Bechtel, and passed unanimously.

Executive Session to discuss attorney-client privileged legal matters: At 8:11 p.m., on a motion by Steve Burchett with second by Carolyn Speenburgh, trustees voted unanimously to enter Executive Session to discuss attorney-client privileged legal matters.

At 8:55 p.m., on a motion by Steve Burchett with second by Carolyn Speenburgh, trustees voted unanimously to exit Executive Session, where no votes were taken.

RESOLUTION 23-042

WHEREAS, the boundaries of the geographic area supporting the Ballston Community Public Library (the "Library") includes that area created by the geographic boundaries of the town of Ballston excluding the Village of Ballston Spa (the "District") were established by Chapter 203 of the Laws of 1957 (the "Act"); and

WHEREAS, the electors of the District voted to create the Library on the 5th day of November 1957, creating a library district per Section 1 of the Act; and

WHEREAS, since the time the District was created on November 5, 1957, the Education Law enabling the creation of "special district public libraries" has been amended; and

WHEREAS, the amendments to the Education Law enable the members of the district taxed to support a library and to elect directly the trustees of said library; and

WHEREAS, the amendments to the Education Law enable the elected board of trustees of such a library to submit a budget for the library to a vote directly by the electors of the supporting district; and

WHEREAS, the Library by and through its appointed Trustees has conferred with representatives of the Town and identified legislative amendments (the "Draft Legislation") to enable the Library to operate in conformity with the Education Law of the state of New York; and

WHEREAS, a copy of the Draft Legislation is attached hereto and made a part hereof; and

WHEREAS, after review and due consideration of the Draft Legislation by the Library Board;

IT IS THEREFORE:

RESOLVED, the Library Board finds that the election of the Library's Trustees by those residing within the district taxed to support it is a desirable unification of responsibility and accountability for funding and operating the Library; and it is further

RESOLVED, that the Library Board supports the submission of the Draft Legislation to the duly elected New York State representatives of the Library's geographic area to be put forward in the current legislative session; and it is further

RESOLVED, that the Board President, or her authorized designee, is authorized and directed to generate a letter bearing a copy of this resolution to any authority who requests it in furtherance of such Draft Legislation becoming law.

A motion to approve the resolution was made by Steve Burchett, seconded by Bill Bechtel, and the

AYES:

Julia Stone
Carolyn Speenburgh
Steve Burchett
Sue Tomlinson
Bill Bechtel

NOES:

Dated: April 26, 2023

Ballston, New York

I, Susan Tomlinson, Secretary to the Ballston Community Public Library, certify the above to be a true and accurate copy of the resolution passed on April 26, 2023, by the Board of Trustees.

SIGNED: 

Adjournment: At 9:05 p.m., on a motion by Steve Burchett with second by Carolyn Speenburgh, trustees voted unanimously to adjourn the meeting.