

**Ballston Community Public Library**  
**Board of Trustees Monthly Meeting Minutes**  
**June 28, 2023**

**Call to order:** The meeting was called to order at 7:03 p.m. by President Julia Stone.

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

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

Trustees excused: none

Trustees unexcused: none

Town Representatives: none

**Minutes of May 31, 2023:** A motion to approve the minutes of the May 31, 2023 monthly meeting was made by Steve Burchett and seconded by Ed Guider, and passed unanimously.

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

**Monthly Financial Reports:** Financial reports for June 2023 were reviewed.

**Approval of Bills:** The June bills, reviewed by Julia Stone, were unanimously approved on a motion by Steve Burchett, with second by Bill Bechtel.

**Librarians' Reports:** See attached.

**Reports of Committees:**

Town Liaisons: no report.

Personnel: no report.

Nominating: Ed Guider has been nominated to fill the position of Board Vice President for 2023-2024. The slate of officers will be voted on in Resolutions 23-057 through 23-060.

Budget & Finance: The Budget & Finance Committee is making progress toward a budget for 2024. Treasurer Burchett stated that only a few budget line amounts have yet to be finalized. He expects the final budget will come in below the adjusted tax cap of 6%.

**Unfinished Business:**

Local History & Lighting Construction Project: The Local History Room passed its final inspection on June 26. Director Verhayden has submitted the final report for the 2020 grant, ahead of the July 1 due date.

Ballston Legislation & Transition: Having already passed in the State Senate, the legislation to update our charter unanimously passed in the State Assembly. It will return to the Senate for Governor Hochul's signature. The timing of this is unclear; Ms. Verhayden and President Stone will meet tomorrow with our attorney, Cole Adams, and Erica Freudenberger of SALS, to discuss.

**New Business:**

Upcoming Trustee Vacancies: There will be 2 trustee vacancies as of July 1. Guest Maryellen Symer has spoken with President Stone, and is visiting tonight to learn about the board.

Rebranding & Marketing: We have received and reviewed samples of work from Cindy Turgeon and Matt Bitley to consider for selecting a designer for the Library's new logo. After some discussion of various aspects of the designers' work, trustees felt that we should proceed with Cindy Turgeon to design the logo.

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

**New Business:**

RESOLUTION 23-053 Consider approving monthly Transition Status Report to the Town of Ballston. Motion was made by Kate Schofield, seconded by Carolyn Speenburgh, and passed unanimously.

RESOLUTION 23-054 Consider accepting the resignation of Calli Powell, library assistant, effective June 21, 2023. Motion was made by Ed Guider, seconded by Bill Bechtel, and passed unanimously.

RESOLUTION 23-055 Consider appointing Keira Kohler to the part-time position of page at a rate of \$14.20 per hour effective July 24, 2023. Motion was made by Julia Stone, seconded by Steve Burchett, and passed unanimously.

RESOLUTION 23-056 Consider provisionally appointing Erin Knight to the part-time position of library assistant at a rate of \$23 per hour effective July 3, 2023. Motion was made by Julia Stone, seconded by Steve Burchett, and passed unanimously.

RESOLUTION 23-057 Name Julia Stone as the President of the Library Board of Trustees for the period from July 1, 2023 to June 30, 2024. Motion was made by Steve Burchett, seconded by Carolyn Speenburgh, and passed unanimously.

RESOLUTION 23-058 Name Ed Guider as the Vice-President of the Library Board of Trustees for the period from July 1, 2023 to June 30, 2024. Motion was made by Sue Tomlinson, seconded by Bill Bechtel, and passed unanimously.

RESOLUTION 23-059 Name Kate Schofield as the Secretary of the Library Board of Trustees for the period from July 1, 2023 to June 30, 2024. Motion was made by Carolyn Speenburgh, seconded by Ed Guider, and passed unanimously.

RESOLUTION 23-060 Name Steve Burchett as the Treasurer of the Library Board of Trustees for the period from July 1, 2023 to June 30, 2024. Motion was made by Steve Burchett, seconded by Kate Schofield, and passed unanimously.

RESOLUTION 23-061 Establish the membership of the standing subcommittees of the Library Board of Trustees for the period from July 1, 2023 to June 30, 2024. Motion was made by Carolyn Speenburgh, seconded by Ed Guider, and passed unanimously.

RESOLUTION 23-062 Consider appointing Kate Schofield to the following Board of Trustee Legislative Committee: Election. Motion was made by Bill Bechtel, seconded by Julia Stone, and passed unanimously.

RESOLUTION 23-063 Consider removing Kate Schofield from the following Board of Trustee Legislative Committee: Communication. Motion was made by Julia Stone, seconded by Carolyn Speenburgh, and passed unanimously.

RESOLUTION 23-064 Consider accepting the resignation of Carolyn Speenburgh from Ballston Community Public Library Board of Trustees effective 6/30/23. Motion was made by Carolyn

Speenburgh, seconded by Steve Burchett, and passed unanimously.

RESOLUTION 23-065 Remove Carolyn Speenburgh as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643. Motion was made by Bill Bechtel, seconded by Steve Burchett, and passed unanimously.

RESOLUTION 23-066 Add Ed Guider as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643. Motion was made by Kate Schofield, seconded by Bill Bechtel, and passed unanimously.

RESOLUTION 23-067 Consider closing the Ballston Community Public Library at 5:00 PM on Thursday, July 6, 2023 for the BH-BL Flag Day Parade. Motion was made by Julia Stone, seconded by Ed Guider, and passed unanimously.

RESOLUTION 23-068 Consider adding Wellness Hours as a regular benefit beginning July 1, 2023 following the six-month trial period. Motion was made by Steve Burchett, seconded by Kate Schofield, and passed unanimously.

Plantings: Bill Bechtel offered to plant some hostas to fill in empty spots in the garden beds. Director Verhayden indicated that his help would be welcome, and the trustees agreed this is a good idea.

*Privilege of the floor on any topic. (Limit 3 mins.)*

None.

Adjournment: At 8:10 p.m., on a motion by Sue Tomlinson with second from Carolyn Speenburgh, trustees voted unanimously to adjourn the meeting.