

# Ballston Community Public Library Board of Trustees Meeting Minutes August 30, 2023

1) **Call to order** The meeting was called to order at 7:03 by President Julia Stone

**Attendance:** [x]Rebecca Verhayden, Director [x] Alyssa Harvey, Head of Youth Services  
[x] Jenn Richard, Head of Adult Services

Trustees present: Bill Bechtel, Ed Guider, Kate Schofield, Julia Stone.

Trustees excused: Steve

Burchett

Trustees unexcused: none

Town Representatives: none

2) **Minutes of July 31, 2023 Meeting** A motion to approve the minutes was made by Julia Stone as amended, adding Ed Guider as the motion maker for the June 2023 meetings, seconded by Bill Bechtel and passed unanimously.

3) **Report of Special Funds** see attached

4) **Monthly Financial Reports** see attached

5) **Approval of Bills** Bill's were reviewed by Julia Stone. Motion to approve by Ed Guider, seconded by Kate Schofield and passed unanimously.

6) **Librarians' Reports** See attached

7) **Reports of Committees**

a) Town Liaisons- none

b) Budget & Finance Committee- Budget is completed and summery given

c) Personnel- two open clerk positions. One will be filled in mid September

d) Policy- none

e) Communication- Will begin to work on communicating to public regarding newly passed legislation. Postcard aiming to go out end of September.

f) Election- Public hearing regarding election will be held October 11<sup>th</sup> 2023. Election will be held November 14<sup>th</sup> 2023.

8) **Unfinished Business**

a) Ballston Legislation & Transition

-The bill was signed and the transition report has been updated

b) Trustee Vacancy

-We had an interested person but has not fully committed yet. Still looking for candidates.

-Trustee signature to run for office due by October 4<sup>th</sup> by 5pm

c) Rebranding & Marketing

-See attached

**9) New Business**

a) Trustee Continuing Education Requirement

- As of December 31 each trustee needs two hours of training

b) 2024 Holiday Schedule- see attached

*Privilege of the floor ONLY on items for consideration and action this evening. (limit 3 mins.)  
Please state your name, address, and the resolution number you are referring to when speaking.*

*None*

- c) **RESOLUTION 23-074** Consider approving monthly Transition Status Report to the Town of Ballston. A motion was made by Bill Bechtel, seconded by Ed Guider and unanimously approved.
- d) **RESOLUTION 23-075** Consider accepting the resignation of Mary Hayden, page, effective August 14, 2023. A motion was made by Kate Schofield, seconded by Julia Stone and unanimously approved
- e) **RESOLUTION 23-076** Consider accepting the resignation of Lindsay Kosnick, page, effective August 16, 2023. A motion was made by Ed Guider, seconded by Bill Bechtel and unanimously approved
- f) **RESOLUTION 23-077** Consider accepting the resignation of Charity Canfield, clerk, effective August 11, 2023. A motion was made by Julia Stone, seconded by Ed Guider and unanimously approved
- g) **RESOLUTION 23-078** Consider appointing Melissa Gardner to the part-time position of clerk, at an hourly rate of \$14.50, effective September 14, 2023. A motion was made by Bill Bechtel, seconded by Ed Guider and unanimously approved
- h) **RESOLUTION 23-079** Consider accepting the 2024 budget as proposed by the Budget & Finance Committee. A motion was made by Ed Guider, seconded by Julia and was unanimously approved
- i) **RESOLUTION 23-080** Consider approving the proposed 2024 Holiday Closing Schedule for the Ballston Community Public Library. A motion was made by Julia Stone, seconded by Kate Schofield and unanimously approved
- j) **RESOLUTION 23-081** Consider approving a new library logo as presented. A motion was made by Ed Guider, seconded by Julia Stone and unanimously approved
- k) **RESOLUTION 23-082** Whereas legislation signed into law by the Governor on August 23 amended chapter 203 (the "Legislation") of the laws of 1957 to confirm the existence of a library district and to allow for the voters of that district to elect library trustees and authorize a budget for 2024, to be raised by a levy of the taxpayers of the district; and

Whereas the board has set the date of the election and budget vote as November 14, 2023; and

Whereas the board has received a petition signed by not less than 25 voters qualified to vote requesting a public hearing as required by the "Legislation"; and

Whereas the board will hold the hearing on October 11, 2023, at 7:00 PM, at Ballston Community Public Library, 2 Lawmar Lane, Burnt Hills, NY 12027;

BE IT RESOLVED that the board directs the Election Committee and Director to publish notice of the meeting as required by the Legislation A motion was made by Bill Bechtel, seconded by Kate Schofield and unanimously approved

- 1) **RESOLUTION 23-083** WHEREAS on October 11, 2023, the Board of Trustees of the Ballston Community Public Library shall hold a hearing as required by Chapter 203 of the Laws of 1957, as amended in 2023 (the "Hearing") in anticipation of a vote and election to be held on November 14, 2023; and

WHEREAS during such Hearing the Board shall offer and consider input from the public regarding the status of the legislation creating the special library district; and

WHEREAS during such Hearing the Board shall offer and consider input from the public regarding the proposed change from appointed to elected leadership; and

WHEREAS during such Hearing the Board shall offer and consider input from the public regarding the proposed budget; and

WHEREAS the Board has confirmed with the Town of Ballston that in the event the proposed budget does not pass, the levy shall be replicated from the previous year, assuring the Library of operational funds for 2024; and

WHEREAS the Board desires to ensure that the Library is prepared in the event the budget is authorized by the voters, and seven trustees are elected with terms to start December 1, 2023;

THEREFORE BE IT RESOLVED that, contingent on the above-referenced budget being authorized and trustees being elected, the current Board of the Ballston Community Public Library hereby amends the Bylaws as shown in the "tracked changes" version attached to this Resolution, with such amendment to go into effect December 1, 2023; and

BE IT FURTHER RESOLVED that the current Board affirms it has reviewed all fiscal and operational policies and confirmed that such policies may carry forward in full force and effect as the Board converts from having appointed to elected trustees; and

BE IT FURTHER RESOLVED that the Board has confirmed that the Library's Charter does not need to be amended to conform to any new conditions, and the corporate existence of the Library shall be unchanged, regardless of the outcome of the budget and election votes.

Motion was made by Ed Guider, seconded by Julia Stone and unanimously approved

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

*None*

10) **Adjournment At 8:07** Julia made a motion to end meeting, seconded by Ed Guider and unanimously approved

August Voucher Signer: Julia Stone

Charlton Town Board Meeting: Monday, September 11 at 7:30 PM

Ballston Town Board Meeting: Tuesday, September 12 at 6:30 PM

Ballston Budget Workshop: Thursday, September 14 at 5:30 PM

September Voucher Signer: Ed Guider