

Ballston Community Public Library Board of Trustees Meeting Minutes September 27, 2023

1) Call to order Meeting was called to order at 7:02 by President Julia Stone

Attendance: Rebecca Verhayden, Director Alyssa Harvey, Head of Youth Services Jenn Richard, Head of Adult Services

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

Trustees excused: none

Trustees unexcused: none

Town Representatives: none

2) Minutes of August 30, 2023 Bill Bechtel motioned to approve August minutes. Ed Guider seconded and passed unanimously.

3) Report of Special Funds See meeting document

4) Monthly Financial Reports See meeting document

5) Approval of Bills Ed reviewed bills. Kate Schofield motioned to approve, Steve Burchett seconded and passed unanimously.

6) Librarians' Reports See meeting document

7) Reports of Committees

a) Town Liaisons - none

b) Budget & Finance Committee

-Rebecca gave a presentation on the budget to both the Town of Ballston and Town of Charlton.

c) Building & Grounds Committee

-Have quotes for snow removal and lawn clean up.

d) Policy Committee

-Updated policies that relate to election. Changes will take effect December 1st. Updates were made to Meeting Space Use Policy, Emergency Purchases Policy, and Trustee Appointment Policy. Also, they have a recommendation regarding the use of pronouns throughout library policy and procedure. See meeting documents.

e) Personnel Committee

-A new employee started. The Library is looking to hire one more clerk.

f) Communication Committee

-Trustees had an informal booth at the book sale to let people know about trustee openings and the upcoming election. Fifty fliers have been placed in the community to inform residents about the election. An Election/Hearing Mailer will be sent out this week. The Hearing Notice

was in the newspaper yesterday, today, and will be in tomorrow. The Committee will also request Town to advertise as well.

g) Election Committee

- Tricia and Rebecca met with the Saratoga Board of Elections and since they provided little guidance on how to validate petitions the committee is investigating how to review petitions to ensure appropriate signatures have been collected.

8) Unfinished Business

a) Ballston Legislation & Transition

- Trustees need to address the Library's land parcels and building with the Town as they are the owners.

b) Trustee Vacancy

- October 13th is the deadline for petitions to be submitted to run for a trustee position.

9) New Business

a) Sara Dallas, Director of Southern Adirondack Library System (SALS)

- Gave overview of SALS and what they provide. Sara mentioned trustee training and that Niche Academy was a resource for training, and also, discussed the significance of Unite Against Book Bans. In addition, Sara recommended that the Board review their library policies.

b) NYCLASS

- The benefits of joining NYCLASS were presented by Steve.

*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 23-084** Consider approving monthly Transition Status Report to the Town of Ballston.

-Motion by Steve Burchett, seconded by Bill Bechtel and passed unanimously.

d) **RESOLUTION 23-085** Consider accepting the proposed changes to P5400 Emergency Purchases effective 12/1/2023.

-Motion by Ed Guider, seconded by Steve Burchett and passed unanimously.

e) **RESOLUTION 23-086** Consider accepting the proposed changes to P6000 Facilities, P6100 Equipment and Facilities, and P6200 Meeting Space Use Policy effective 12/1/2023.

-Motion by Kate Schofield, seconded by Julia Stone and passed unanimously.

f) **RESOLUTION 23-087** Consider accepting the proposed changes to P7250 Trustee Appointment Policy effective 12/1/2023.

-Motion by Ed Guider, seconded by Bill Bechtel and passed unanimously.

g) **RESOLUTION 23-088** WHEREAS the Board finds it is a best practice to standardize and simplify the use of pronouns in board-approved documents (bylaws, policies, reports); BE

IT RESOLVED that the Board shall update and standardize such documents to use gender-neutral language when the opportunity arises.

-Motion by Bill Bechtel, seconded by Ed Guider and passed unanimously.

h) **RESOLUTION 23-089** Consider entering into a snow removal contract for the sidewalks and entry way for the Winter 2023-2024 season with Hometown Turf in the amount of \$5,300.

-Motion by Steve Burchett, seconded by Julia Stone and passed unanimously.

i) **RESOLUTION 23-090** Consider entering into a snow removal contract for the parking lot plowing and salting for the Winter 2023-2024 season with Pro-Cut Landscaping, Inc. in the amount of \$6,790.

-Motion by Steve Burchett, seconded by Bill Bechtel and passed unanimously.

j) **RESOLUTION 23-091** Consider entering into a lawn care contract including mowing, spring and fall clean-up with Hometown Turf for the 2024 season in the amount of \$4,450.

-Motion by Ed Guider, seconded by Steve Burchett and passed unanimously.

k) **RESOLUTION 23-092** Consider approving a public hearing and election mailer at a cost of \$2845.99

-Motion by Kate Schofield, seconded by Ed Guider and passed unanimously.

l) **RESOLUTION 23-093** Consider appointing Angela Morrow to the part-time position of clerk, at an hourly rate of \$14.50, effective October 6, 2023.

-Motion by Ed Guider, seconded by Julia Stone and passed unanimously.

m) **RESOLUTION 23-094** WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o (“Section 119-o”) empowers municipal corporations [defined in Article 5-G, Section 119-n to include school districts, boards of cooperative educational services, counties, cities, town and villages, and districts] to enter into, amend, cancel and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers and duties on a cooperative or contract basis;

WHEREAS, the Ballston Community Public Library wishes to invest portions of its available investment funds in cooperation with other corporations and/or districts pursuant to the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 28, 2019;

WHEREAS, the Ballston Community Public Library wishes to satisfy the safety and liquidity needs of their funds;

Now, therefore, it is hereby resolved as follows:

That Rebecca Verhayden, Director of Ballston Community Public Library is hereby authorized to participate in the NYCLASS program under the terms of the NYCLASS Municipal Agreement

Amended and Restated as of March 28, 2019.

-Motion by Steve Burchett, seconded by Bill Bechtel and passed unanimously.

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

Steven Anderson, 901 Charton Rd, Village of Charton. Steven expressed that he would like more of the new books to be authored by men.

10) Executive Session to discuss attorney-client privileged legal matters

- Went into Executive Session at 8:04pm. Motion by Bill Bechtel, seconded by Steve Burchett and passed unanimously.
- Exited Executive Session at 8:17pm where no decisions were made.

11) Adjournment Motion by Steve Burchett, seconded by Julia Stone and passed unanimously.

September Voucher Signer: Ed Guider

Charlton Town Board Meeting: Tuesday, October 10 at 7:30 PM

Ballston Town Board Meeting: Tuesday, October 10 at 6:30 PM

Library Special Meeting: Wednesday, October 11 at 6:30PM

Library Public Hearing: Wednesday, October 11 at 7:00 PM

Library Budget Presentation: Wednesday, October 11 at 7:20 PM Library Board of

Trustees Meeting: Wednesday, October 25 at 7:00 PM Library Trustee Election &

Budget Vote: Tuesday, November 14 7:00 AM – 9:00 PM October Voucher Signer:

Bill Bechtel