

Ballston Community Public Library Board of Trustees Meeting Minutes November 1, 2023

1) Call to order This meeting was called to order at 7:01 by President Julia Stone.

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

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

Trustees excused: none

Trustees unexcused: none

2) Minutes of September 27, 2023 Motion by Steve Burchett to approve minutes, seconded by Bill Bechtel. Passed Unanimously.

3) Minutes of October 11, 2023 Special Meeting minutes were motioned to approve by Ed Guider, seconded by Bill Bechtel, passed unanimously.

4) Minutes of October 11, 2023 Public Hearing Motion to approve minutes of the Public Hearing minutes was motioned by Ed Guider, seconded by Julia Stone, passed unanimously.

5) Minutes of October 11, 2023 Budget Presentation Motion to approve minutes of Budget Presentation was made by Ed Guider, seconded by Bill Bechtel, passed unanimously.

6) Minutes of October 18, 2023 Special Meeting Motion to approve Special Meeting minutes was made by Kate Schofield, seconded by Ed Guider, passed unanimously.

7) Report of Special Funds See meeting documentation

8) Monthly Financial Reports See meeting documentation

9) Approval of Bills Bills were reviewed by Julia Stone.

- Can we move our water bill to early pay? If we have a late meeting, the payment ends up

being late. It only needs to be paid twice a year.

Motion to approve bills by Steve, seconded by Ed Guider, passed unanimously.

10) Librarians' Reports See meeting documentation

11) Reports of Committees

- a) Town Liaisons - none
- b) Communication Committee - Information regarding libraries upcoming vote have been distributed to multiple community outlets.
- c) Election Committee
 - See documentation for draft of the ballot.
 - We have staff and tools needed for the day of the vote.
 - Election day- polls open at 7, close at 9
 - Trustees cannot be involved with election day activities at the library
- d) Personnel Committee
 - Discussed increasing HSA, see resolution 23-906
- e) Budget & Finance Committee
 - Rebecca Verhayden presented the budget to the Town of Charlton Public Hearing and requested an increase in funding for the library.

12) Unfinished Business

- a) Ballston Legislation & Transition
 - President Julia Stone met with representatives from the Town of Ballston regarding transfer of the ownership of the library land parcels and building.
 - Quarterly meetings will not be held any longer. Meetings will be held as needed. The Transition Status Report will also cease; the last report will be November.

13) New Business None

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

a) RESOLUTION 23-095 Consider approving monthly Transition Status Report to the Town of Ballston.

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

b) RESOLUTION 23-096 Consider increasing the Library's HSA matching contribution funding to \$1,575 for employees under 55 years old, and \$2,075 for employees 55 years and older for employees enrolled in the Library's High Deductible Health Plan.

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

c) RESOLUTION 23-097 WHEREAS the board has reviewed the draft ballot and found it to meet the requirements of the enabling legislation;

BE IT RESOLVED that the ballot setting for the budget proposition and nominees for library trustee is approved as to form.

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

d) RESOLUTION 23-098 WHEREAS the legislation governing the election of new trustees in 2023 requires the board to appoint an election chairperson, election inspectors, and ballot clerks; and

WHEREAS the legislation allows for the board to fix by resolution the compensation for such workers; and

WHEREAS the board has confirmed the rates in the County for such services; **BE IT RESOLVED** that the below-listed qualified residents shall be appointed to serve during the Library's November 14, 2023 election per the Legislation as provided below:

Patricia Demarle as Chairperson, for \$250,

David Vonie, as election inspector and ballot clerk, for \$200,

Kerry Wintsch, as election inspector and ballot clerk, for \$200.

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

e) RESOLUTION 23-099 Consider approving a meal cost of \$150 from the Library Trustee Fund Balance for the designated election officials.

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

f) RESOLUTION 23-100 Consider amending resolution 22-018 from February 1, 2023 Board of Trustees Meeting and renumber it as 23-018.

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

g) RESOLUTION 23-101 Consider approving the date change of the December Library Board of Trustees Meeting from Wednesday, December 27, 2023, to Wednesday, January 3, 2024, at 7:00 PM.

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

h) RESOLUTION 23-102 Upon review by the Library's attorney, consider signing the Memorandum of Understanding between Saratoga County Department of Health and the Ballston Community Public Library.

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

i) RESOLUTION 23-103 Consider rescinding Resolution 23-090 due to an error in the dollar amount.

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

j) RESOLUTION 23-104 Consider approving 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 \$6,990.

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

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

None

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

-President Stone determined it was not necessary to enter Executive Session.

15) Adjournment Motion to adjourn at 7:53 by Steve Burchett, seconded by Bill Bechtel, unanimously approved.

