

# 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, Ed Guider, Kate Schofield, Julia Stone, Steve Burchett

Trustees excused:

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 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 town meeting 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 building.
- Quarterly meetings will not be held any longer. Meetings as needed will be held.

**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**

none

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