

**Ballston Community Public Library**  
**Board of Trustees Meeting Minutes**  
**November 29, 2023**

**1) Call to order** The meeting was called to order at 7:04pm 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, Ed Guider, Kate Schofield, Julia Stone, Steve Burchett

Trustees excused: none

Trustees unexcused: none

Town Representatives: none

**2) Minutes of November 1, 2023 Meeting**

Motion to approve minutes by Ed Guider, Bill Bechtel seconded. Passed unanimously.

**3) Minutes of November 13, 2023 Special Meeting**

Motion to approve minutes by Bill Bechtel, seconded by Ed Guider. Passed unanimously.

**4) Report of Special Funds** Reviewed funds.

**5) Monthly Financial Reports** Reviewed financial reports.

**6) Approval of Bills** The monthly bills, reviewed by Steve Burchett, were unanimously approved on a motion by Steve Burchett with second by Ed Guider. Passed unanimously.

**7) Librarians' Reports** Alyssa Harvey, Youth Services Librarian, reported on youth programming. Jenn Richard, Adult Services Librarian, reported on adult programming. Rebecca Verhayden, Director, gave a general library update.

**8) Reports of Committees**

a) Town Liaisons: none

b) Election Committee: Election went smoothly. For next year we should approve alternative poll workers in case a poll worker is not able to attend.

c) Policy Committee: Programming policy was drafted and will be voted on tonight.

d) Budget & Finance Committee: No change in budgeted amount from the Town of Charlton. It is a 3% increase from last year.

e) Building and Grounds Committee: Working on exploring options for a new sign out front.

**9) Unfinished Business**

a) Ballston Legislation & Transition: Final transition report is included in documentation.

**10) 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 23-106** Consider approving the Transition Status Report to the Town of Ballston.

Motion to approve made by Steve Burchett, Bill Bechtel seconded. Passed unanimously.

b) **RESOLUTION 23-107** Remove Julia Stone as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643.

Motion to approve made by Ed Guider, Kate Schofield seconded. Passed unanimously.

c) **RESOLUTION 23-108** Consider transferring \$5,000 from LIBRARY MATERIALS - NYS Other Materials to LIBRARY MATERIALS - E-books.

Motion to approve made by Julia Stone, Bill Bechtel made a second. Passed unanimously.

d) **RESOLUTION 23-109** Consider approving Policy 5350 Programming. .

Motion to approve made by Julia Stone, Ed Guider made a second. Passed unanimously.

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

None

**11) Executive Session to discuss attorney-client privileged legal matters**

At 7:36 Steve Burchett made a motion to go into executive session. Kate Schofield seconded. Unanimously approved.

Motion to exit executive session by Steve Burchett, seconded by Bill Bechtel at 7:51pm. Approved unanimously.

**12) Adjournment** At 7:52 p.m., on a motion by Ed Guider, with second by Julia Stone, trustees voted unanimously to adjourn the meeting.

November Voucher Signer: Steve Burchett

Charlton Town Board: Monday, December 11 at 7:30 PM

Ballston Town Board: Tuesday, December 12 at 6:30 PM

Special Meeting Board of Trustees Wednesday, November 29 at 8:00