

Ballston Community Public Library
Board of Trustees Monthly Meeting Minutes
January 3, 2024

Call to order: The meeting was called to order at 7:01 p.m. by Ed Guider.

Attendance: []Rebecca Verhayden, Director; []Jenn Richard, Adult Services Librarian, []Alyssa Harvey, Youth Services Librarian.

Trustees present: Steve Burchett, Melia Gordon, Ed Guider, Aidan Thomas McKenna, Kate Schofield, Sue Tomlinson

Trustees excused: none

Trustees unexcused: none

Town Representatives: none

Minutes of November 29, 2023: On a motion by Trustee Gordon, with second by Trustee Burchett, the minutes of the November 29, 2023 monthly meeting were approved.

Report of Special Funds: Special funds for December 2023 were reviewed.

Monthly Financial Reports: Financial reports for December 2023 were reviewed.

Approval of Bills: The December bills, reviewed by Sue Tomlinson, were unanimously approved on a motion by Trustee Burchett, with second by Trustee McKenna.

Librarians' Reports: See Librarians' Reports in Meeting Documents.

Town Liasons – no report.

Friends of the Library – see Librarians' Reports in Meeting Documents.

Unfinished Business

Transition and Building – the Town is in agreement with the transfer of ownership of the land and building to the Library. Our attorney Cole Adams and the town's attorney Bill Ryan will prepare a final draft of the lease agreement for trustees to vote on Jan. 31, 2024. The Town will vote to approve the lease at their February meeting. The sale, for \$1.00, will be finalized by the end of 2024, possibly as soon as June.

New Business

Privilege of the floor ONLY on items for consideration and action this evening. (limit 3 mins.) None.

RESOLUTION 24-001 Consider approving the Organizational Resolutions 24-002 through 24-012 and appointments for 2024. Motion made by Trustee McKenna with second by Trustee Guider, and passed unanimously.

RESOLUTION 24-002 BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that all meetings of the Board of Trustees shall be held in accordance with the latest edition of Robert's Rules of Order.

RESOLUTION 24-003 BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that the meetings of the Board of Trustees shall be held in the Ballston Community Public Library located at 2 Lawmar Lane, Ballston, Saratoga County or any video conferencing platform that allows public participation and transcription in accordance with New York State Open Meetings Law. The regular monthly meeting shall be held at 7:00 p.m. on the last Wednesday of each month.

RESOLUTION 24-004 BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library the Ballston Spa National Bank shall be the official depository for Library funds and, BE IT FURTHER

RESOLVED that the funds may be withdrawn, and checks may be signed, in accordance with the provisions of the procedures established by the Board of Trustees.

RESOLUTION 24-005 BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that salaries for Library Employees for 2024 are approved and established in the 2024 budget and that all other salaries and hourly rates for the 2024 budget and any subsequent resolutions be approved with longevity awards to be applied during the year as earned and BE IT FURTHER RESOLVED that the payroll schedule be bi-weekly for all hourly and salaried employees.

RESOLUTION 24-006 BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that the official newspaper as required by NYS Education Department Law shall be The Daily Gazette.

RESOLUTION 24-007 BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that Library Employees shall be compensated at the rate for standard mileage allowance established by the Internal Revenue Service for the approved use of their personal automobiles in the performance of their official duties.

RESOLUTION 24-008 BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that all overnight trips shall require prior approval by the Board of Trustees and BE IT FURTHER RESOLVED that all other conference attendance shall require prior authorization of the Director and BE IT FURTHER RESOLVED that reasonable expense reimbursement for conferences shall be approved by the Director. Any conference enrollee who cannot attend without cause will reimburse the Library for any costs incurred by the Library. Any late fee is the sole responsibility of the conference enrollee.

RESOLUTION 24-009 BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that the agenda and meeting documents be posted on the Library Website and the Library Bulletin Board 24 hours prior to the meeting.

RESOLUTION 24-010 BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that all official meeting minutes must be written and mailed or electronically distributed to appropriate parties within 14 days of applicable meeting.

RESOLUTION 24-011 BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library authorizes the Library Director, with Treasurer written concurrence, to make transfers between accounts in the current budget to keep accounts properly funded and the Library Director will report transfers to the Board of Trustees.

RESOLUTION 24-012 WHEREAS the Board of Trustees of the Ballston Community Public Library requires varied professional services from experts that appropriately licensed and registered in New York State; and BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library designates and appoints the following firms, subject to approval of contracts by the Library’s Attorney, or independent counsel:

Firm	Professional Service
UHY, LLC	Accounting Services
The Law Office of Stephanie Adams (LOSA), PLLC	Legal Services
Public Sector HR, LLC	Human Resources Consultant

RESOLUTION 24-013 Name Kate Schofield as President of the Library Board of Trustees for the period of December 1, 2023 – November 30, 2024. Motion made by Trustee Burchett, seconded by Trustee Gordon, and passed unanimously.

RESOLUTION 24-014 Name Steve Burchett as the Vice-President of the Library Board of Trustees for the period from December 1, 2023 – November 30, 2024. Motion made by Trustee Guider, seconded by Trustee McKenna, and passed unanimously.

RESOLUTION 24-015 Name Sue Tomlinson as the Secretary of the Library Board of Trustees for the period of December 1, 2023 – November 30, 2024. Motion made by Trustee Gordon, seconded by President Schofield, and passed unanimously.

RESOLUTION 24-016 Name Aidan Thomas McKenna as the Treasurer of the Library Board of Trustees for the period of December 1, 2023 – November 30, 2024. Motion made by Trustee Burchett, seconded by Trustee Gordon, and passed unanimously.

RESOLUTION 24-017 Consider approving the slate of committees as presented. Motion made by Trustee Tomlinson, seconded by Trustee Guider, and passed unanimously.

RESOLUTION 24-018 Add Kate Schofield as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643. Motion made by Trustee Guider, seconded by Trustee Tomlinson, and passed unanimously.

RESOLUTION 24-019 Add Aidan Thomas McKenna as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643. Motion made by Trustee Gordon, seconded by President Schofield, and passed unanimously.

RESOLUTION 24-020 Remove Trustee Guider as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643. Motion made by Trustee Guider, seconded by Trustee Burchett, and passed unanimously.

Privilege of the floor on any topic. (Limit 3 mins.) None.

Executive Session, Legal Matter: None.

Adjournment: At 7:37 p.m., on a motion by Trustee Gordon with second by Trustee McKenna, the meeting was adjourned.

Minutes respectfully submitted by Sue Tomlinson, Secretary