

Ballston Community Public Library Board of Trustees
Monthly Meeting Minutes
February 28, 2024

Call to order: The meeting was called to order at 7:05 p.m. by President Schofield.

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 January 31, 2024: On a motion by Trustee Guider, with second by Trustee Gordon, the minutes of the January 31, 2024 monthly meeting were unanimously approved.

Report of Special Funds: Special funds for February 2024 were reviewed.

Monthly Financial Reports: Financial reports for February 2024 were reviewed.

Approval of Bills: The February bills, reviewed by Trustee Gordon, were unanimously approved on a motion by Trustee Gordon, with second by Trustee Tomlinson.

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

Reports of Committees:

Town Liaisons – no report.

Election Committee – no report.

Budget and Finance Committee – no report.

Personnel Committee – Five candidates have sent in applications for the Library Director II position. We will move forward with interviews as soon as they can be arranged.

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

Unfinished Business

Transition and Building – the lease has been signed by both the Town and the Library. Our attorney and the Town's attorney will continue to guide us through the process of purchasing the building and property.

New Business

Trustee candidates – Trustee candidates Margieann Morris, Candy Burchett and Dan Smyth were in attendance, and asked and answered questions regarding possible service as Trustees.

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

RESOLUTION 24-029 Consider accepting the resignation of Rebecca Verhayden, Director, effective March 1, 2024. Motion made by Trustee Guider with second by President Schofield, and passed unanimously.

RESOLUTION 24-030 Remove Rebecca Verhayden as a signer on the following Ballston Community Public Library accounts ending in -1567, -1164, -1596 and -1643. Motion made by Trustee McKenna with second by Trustee Gordon, and passed unanimously.

RESOLUTION 24-031 Consider appointing Jennifer Richard as Interim Director, effective March 2, 2024 at an annual salary of \$77,000. Motion made by Trustee Burchett with second by Trustee Gordon and passed unanimously.

RESOLUTION 24-032 Add Jennifer Richard as a signer on the following Ballston Community Public Library accounts ending in -1567, -1164, -1596 and -1643. Motion made by Trustee Guider with second by Trustee Tomlinson, and passed unanimously.

RESOLUTION 24-033 Consider appointing Carol Chaisson as Interim Library Assistant, effective March 2, 2024 at an hourly rate of \$21. Motion made by Trustee Tomlinson, seconded by Trustee Burchett, and passed unanimously.

RESOLUTION 24-034 Consider transferring 35 hours of sick time from Rebecca Verhayden to Alyssa Harvey. Motion made by Trustee Gordon, seconded by President Schofield, and passed unanimously.

RESOLUTION 24-035 Consider transferring 35 hours of sick time from Rebecca Verhayden to Jennifer Richard. Motion made by Trustee Guider, seconded by Trustee McKenna, and passed unanimously.

RESOLUTION 24-036 Consider appointing Jena Goldman to the position of page at an hourly rate of \$15 effective March 5, 2024. Motion made by Trustee Gordon, seconded by Trustee Guider, and passed unanimously.

RESOLUTION 24-037 BE IT RESOLVED that Ballston Community Public Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the “Annual Report” was reviewed and accepted by the Library Board of Trustees on 2/28/2024. Motion was made by President Schofield, seconded by Trustee Burchett, and passed unanimously.

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

Tom Shaginaw of the Town of Ballston expressed his thanks to Director Verhayden for her years of service to the Library.

Executive Session, Legal Matter: At 8:24 p.m., on a motion by Trustee Tomlinson with second by Trustee Guider, the meeting entered Executive Session to discuss personnel matters. At 9:14 p.m., on a motion by Trustee Gordon with second by Trustee McKenna, trustees voted unanimously to exit Executive Session, where no votes were taken.

Adjournment: At 9:14 p.m., on a motion by Trustee Gordon with second by President Schofield, the meeting was adjourned.

Minutes respectfully submitted by Sue Tomlinson, Secretary