

**Ballston Community Public Library
Board of Trustees Special Meeting Minutes
March 27, 2024**

Call to order: The meeting was called to order at 7:00 p.m. by President Kate Schofield.

Attendance: [x]Jenn Richard, Interim Director, [x]Alyssa Harvey, Youth Services Librarian.

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

Trustees absent (excused): none

Trustees absent (unexcused): none

Approval of Minutes of February 28, 2024 meeting: On a motion by Trustee Guider with second by President Schofield, the trustees unanimously approved the minutes of the February 28, 2024 monthly meeting.

Approval of Minutes of March 22, 2024 special meeting: On a motion by Trustee McKenna with second by Trustee Gordon, the trustees unanimously approved the minutes of the March 22, 2024 special meeting.

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

Approval of Bills: On a motion by Trustee Tomlinson with second by Trustee Guider, the bills for March 2024, as reviewed by President Schofield, were unanimously approved.

Librarians' Reports: see meeting documents.

Reports of Committees:

Town Liaisons: no reports

Election Committee: Committee will meet soon to set a date for the fall 2024 trustee election and budget vote.

Budget and Finance Committee: Committee will meet soon to begin planning the 2025 budget.

Personnel Committee: In a Special Board meeting at the library on March 22, four trustees met and spoke with Library Director candidate Kristi Chadwick.

Friends of the Library: see Librarians' reports in Meeting Documents.

Unfinished Business:

Transition and Building: President Schofield has been in touch with our Attorney Cole Adams regarding next steps toward purchase of the library building and property.

New Business:

JA Update: The Schenectady County Public Library has given 6-month notice of their intention to withdraw from JA (Joint Automation). Implications for BCPL and our patrons have yet to be clarified.

Save the Date: The SALS Annual Meeting and dinner will be held on Monday, May 20, 2024 in Lake George.

*Privilege of the floor ONLY on items for consideration and action this evening. (Limit 3 minutes.)
Please state your name, Town, and the resolution number you are referring to when speaking.*

None.

RESOLUTION 24-038 Consider appointing Margie Morris to the vacant Trustee position, effective March 27, 2024, until November 30, 2024. Motion was made by Trustee McKenna, seconded by Trustee Gordon, and passed unanimously.

RESOLUTION 24-039 Consider accepting the resignation of Trustee Susan Tomlinson, effective March 31, 2024. Motion was made by Trustee Guider, seconded by President Schofield, and passed unanimously.

RESOLUTION 24-040 Consider appointing Candy Burchett as Library Trustee effective April 1, 2024, until November 30, 2024. Motion was made by Trustee Tomlinson, seconded by Trustee Morris, and passed unanimously.

RESOLUTION 24-041 Consider accepting the resignation of Clerk Melissa Gardner effective March 11, 2024. She will remain as a substitute. Motion made by Trustee Gordon, seconded by Trustee Burchett, and passed unanimously.

RESOLUTION 24-042 Consider appointing Cynthia Carter to the position of Clerk with a start date of April 11, 2024, at an hourly rate of \$15.66. Motion was made by Trustee Guider, seconded by Trustee Burchett, and passed unanimously.

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

Trustee Gordon thanked Trustee Tomlinson for her 10+ years of service as Library Trustee. She will be missed.

Executive Session to discuss personnel matters: At 7:49 p.m., on a motion by Trustee Gordon, with second by Trustee McKenna, trustees voted unanimously to enter Executive Session to discuss personnel matters.

At 7:58 p.m., on a motion by Trustee Burchett with second from Trustee McKenna, trustees voted unanimously to exit Executive Session, where no votes were taken.

Adjournment: At 7:59 p.m., on a motion by Trustee Guider with second by Trustee Morris, the meeting was adjourned.

Minutes respectfully submitted by Sue Tomlinson, Secretary