

**Ballston Community Public Library
Board of Trustees Meeting Minutes
April 24, 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: Kate Scholfield, Ed Guider, Melia Gordon, Candy Burchett, Margie Morris, Aiden Thomas McKenna.

Trustees absent (excused): Steve Burchett

Trustees absent (unexcused): none

Approval of Minutes of March 27, 2024 meeting: On a motion by Trustee Aidan Thomas McKenna with a second by Trustee Margie Morris, the trustees unanimously approved the minutes of the March 27, 2024 monthly meeting.

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

Approval of Bills: On a motion by Trustee Candy Burchett with a second by Trustee Melia Gordon, the bills for April 2024, as reviewed by Margie Morris, were unanimously approved.

Librarians' reports: see meeting documents

Reports of Committees:

Town Liaisons: no reports

Election Committee: Committee is tentatively looking at the 2nd Wednesday of October for the Fall 2024 trustee election and budget vote.

Budget and Finance Committee: Committee has planned to set up a meeting to discuss the next steps in planning the 2025 budget.

Personnel Committee: Committee announced that Kristi Chadwick accepted the Library Director position with a start date of May 27, 2024.

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 the next steps toward purchase of the library building and property.

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

JA Update: Questions regarding the Schenectady County Public Library's decision to withdraw from JA (Joint Automation) have been forwarded to the SCPL.

New Business:

NYCLASS: no update

Cleaning Service: There was discussion if the board should hire staff to provide cleaning services.

New Copier: The current library copier is not working well and has not been replaced since 2015 or 2016. There was discussion of whether to rent or buy a new one.

Privilege of the floor ONLY on the 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 24-043 Consider approving up to 12 people to attend the SALS Annual Meeting on Monday, May 20th, at a cost not to exceed \$360. Motion was made by Trustee Gordon, seconded by Trustee Morris, and passed unanimously.

RESOLUTION 24-044 Consider approving the hire of Kristi Chadwick, with a start date of May 27, 2024, at an annual salary of \$78,000, and beginning with 3 weeks of vacation time. Motion was made by Trustee Guider, seconded by Trustee Morris, and passed unanimously.

RESOLUTION 24-045 Name Candy Burchett as the Secretary of the Library Board of Trustees for a period of April 24, 2024 – November 30, 2024. Motion was made by Trustee Morris, seconded by Trustee McKenna, and passed unanimously.

RESOLUTION 24-046 Consider approving Candy Burchett for the Long Term Plan, Policy, and Election/Nomination Committees. Motion was made by Trustee Guider, seconded by President Schofield, and passed unanimously.

RESOLUTION 24-047 Consider approving Margie Morris for the Long Term Plan, Policy, and Personnel Committees. Motion was made by Trustee C. Burchett, seconded by Trustee Gordon, and passed unanimously.

RESOLUTION 24-048 Consider approving up to \$6000 for the purchase of a new copier. Motion was made by Trustee Gordon, seconded by President Schofield, and passed unanimously.

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

None.

Adjournment: At 7:58 p.m., on a motion by Trustee McKenna with a second by Trustee Guider, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.