

**Ballston Community Public Library  
Board of Trustees Meeting Minutes  
June 26, 2024**

**Call to order:** The meeting was called to order at 7:01 p.m. by President Kate Schofield.

**Attendance:** [x] Kristi Chadwick, Director [x] Jenn Richard, Adult Services Librarian,  
[x] Alyssa Harvey, Youth Services Librarian.

Trustees present: Kate Schofield, Ed Guider, Melia Gordon, Candy Burchett, Margie Morris, Aiden Thomas McKenna.

Trustees absent (excused): none

Trustees absent (unexcused): Steve Burchett

**Approval of Minutes of May 29, 2024 meeting:** On a motion by Trustee Ed Guider with a second by Trustee Margie Morris, the trustees unanimously approved the minutes of the May 29, 2024 monthly meeting.

**Monthly Financial Reports:** Financial reports for June 2024 were reviewed.

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

**Librarians' reports:** see meeting documents

**Reports of Committees:**

**Town Liaisons:** no reports

**Election Committee:** The committee will meet before the next Board meeting.

**Budget and Finance Committee:** Committee is finishing up final details and plans to meet to finalize the proposed budget.

**Personnel Committee:** no reports

**Friends of the Library:** see Librarians' report in Meeting Documents

**Unfinished Business:**

**JA Update:** no update

**NYCLASS:** no update

**2025 Budget:** see Budget and Finance committee report.

**Cleaning Services:** Library staff will put exploring other options on hold to consider the best route to take.

**Brick Pavers Maintenance:** Tabled so that the Building and Grounds subcommittee can meet to discuss the quotes gathered.

**Parking Lot Quotes:** The Building and Grounds will also discuss the parking lot quotes.

**Floor Cleaning:** Library Staff have a couple of quotes for this but would like to get a more details about what the quotes cover.

**Funds Balance:** \$110,920.56 as of May 31, 2024

**New Business:**

**HVAC Maintenance:** The current vendor is no longer willing to service the Library's HVAC system. Library staff has contacted 2 companies to come look at the HVAC system but does not have quotes yet.

**Transition and Building:** President Scofield has met with the attorney. The lease is through December 2024. Barring anything unusual the transition should be finished September or October of 2025. President Scofield also emailed the town for their information and closing cost quotes.

*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.*

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

None.

**Adjournment:** At 7:56 p.m., on a motion by Trustee Guider with a second by Trustee M. Morris, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.

