

**Ballston Community Public Library  
Board of Trustees Meeting Minutes  
July 31, 2024**

**Call to order:** The meeting was called to order at 7:01 p.m. by Secretary Candy Burchett.

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

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

Trustees absent (excused): Steve Burchett, Kate Scholfield,

Trustees absent (unexcused): none

**Approval of Minutes of May 29, 2024 meeting:** On a motion by Trustee Melia Gordon with a second by Trustee Margie Morris, the trustees unanimously approved the minutes of the June 26, 2024 monthly meeting.

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

**Approval of Bills:** On a motion by Trustee Melia Gordon with a second by Trustee Aidan Thomas McKenna, the bills for May 2024, as reviewed by Melia Gordon were unanimously approved.

**Librarians' reports:** see meeting documents

**Reports of Committees:**

**Town Liaisons:** no reports

**Election Committee:** The committee proposed a date of Wednesday, October 9<sup>th</sup> to be the election date with the second Wednesday in October set as the election day going forward. Those interested in running for a Board of Trustee position can start collecting signatures as of August 1, 2024 with those being due on September 9, 2024. Petitions will be available at the library or online. Terms for those elected will start on November 1<sup>st</sup>.

**Budget and Finance Committee:** It was discovered that when the library became its own entity, the process for determining the tax levy changed. As the vote for the tax district happened after the submission of the budget, it was determined that the library exceeded its 2024 tax levy, per the new formula. As there was no override vote, the library will have an offset, which will reduce the 2025 tax levy. The draft 2025 budget must also be sent to the Town by August 1 each year.

**Personnel Committee:** Saratoga County provided a civil service list for the Librarian II position vacated by Jenn Richard. The list was exhausted, so the library will be able to post the position to the public.

**Buildings and Grounds:** The committee suggests that the library's HVAC system be the top priority, with the next priorities being the parking lot, pavers, and cleaning in that order. The committee also recommended the board consider the Crisafulli Brother's quote.

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

**Unfinished Business:**

**JA Update:** no update

**NYCLASS:** no update

**2025 Budget:** See above. Additionally, Trustee Morris asked if there will be an increase in the ebooks budget category and there will be a small increase.

**Transition and Building:** The Library is still waiting for the title search and abstract from the town.

**HVAC System:** The board will consider a resolution to fund maintenance for the HVAC System.

*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.*

**RESOLUTION 24-047** Consider accepting the resignation of Jenn Richard, Head of Adult Services, effective August 9, 2024. Motion was made by Trustee Thomas McKenna, seconded by Trustee C. Burchett, and passed unanimously.

**RESOLUTION 24-048** Consider appointing Carol Chaisson as Interim Library Assistant, effective August 12, 2004 at an hourly rate of \$21. Motion was made by Trustee Morris, seconded by Trustee Gordon, and passed unanimously.

**RESOLUTION 24-049** Consider transferring 35 hours of sick time from Jenn Richard to Kristi Chadwick. Motion was made by Trustee Morris, seconded by Trustee Guider, and passed unanimously.

**RESOLUTION 24-050** Consider transferring 35 hours of sick time from Jenn Richard to Alyssa Harvey. Motion was made by Trustee C. Burchett, seconded by Trustee Gordon, and passed unanimously.

**RESOLUTION 24-051** Consider accepting the resignation of Mary Pietrow, Page, effective August 8, 2024. Motion was made by Trustee Thomas McKenna, seconded by Trustee Morris, and passed unanimously.

**RESOLUTION 24-052** Consider accepting the resignation of Samantha Neilsen, Page, effective August 17, 2024. Motion was made by Trustee Gordon, seconded by Trustee C. Burchett, and passed unanimously.

**RESOLUTION 24-053** Consider appointing Elysia Bechand as Page, effective August 1, 2024 at an hourly rate of \$15. Motion was made by Trustee Guider, seconded by Trustee Morris, and passed unanimously.

**RESOLUTION 24-054** Consider appointing Rosemary DiMarco as Page, effective August 8, 2024 at an hourly rate of \$15. Motion was made by Trustee C. Burchett, seconded by Trustee Gordon, and passed unanimously.

**RESOLUTION 24-055** Consider updating the Business Officers for TCM Bank, N.A., to add Kristi Chadwick, Marta Dauphinee, and Kate Schofield and empower them to make any necessary changes to this business account. Motion was made by Trustee Gordon, seconded by Trustee Morris, and passed unanimously.

**RESOLUTION 24-056** Consider setting Wednesday, October 9, 2024 as the date for the trustee election and budget vote. Motion was made by Trustee Thomas McKenna, seconded by Trustee Gordon, and passed unanimously.

**RESOLUTION 24-057** Consider accepting the bid from Crisafulli Brothers in the amount of \$6150.46 for one year of maintenance on the HVAC system. Motion was made by Trustee C. Burchett, seconded by Trustee Morris, and passed unanimously.

**RESOLUTION 24-058** Consider allocating up to \$1700 for a title search and abstract. Motion was made by Trustee Gordon, seconded by Trustee Guider, and passed unanimously.

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

Sue Tomlinson of the Town of Guilderland expressed her thanks to Adult Services Librarian Richards for her years of service to the Library. Trustee Gordon echoed those thanks on behalf of the Board of Trustees.

**Adjournment:** At 8:38 p.m., on a motion by Trustee Gordon with a second by Trustee Thomas McKenna, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.

