

**Ballston Community Public Library
Board of Trustees Meeting Minutes
October 30, 2024**

Call to order: The meeting was called to order at 7:02 p.m. by President Kate Schofield.

Attendance: [x] Kristi Chadwick, Director [x] Alyssa Harvey, Youth Services Librarian.

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

Trustees absent (excused): none

Trustees absent (unexcused): none

Approval of Minutes of September 25, 2024 meeting: On a motion by Trustee Melia Gordon with a second by Trustee Steve Burchett, the trustees unanimously approved the minutes of the September 25, 2024 monthly meeting.

Approval of Minutes of October 1, 2024 special meeting: On a motion by Trustee Candy Burchett with a second by Trustee Kate Schofield, the trustees unanimously approved the minutes of the October 1, 2024 special meeting.

Approval of Minutes of October 18, 2024 special meeting: On a motion by Trustee Margie Morris with a second by Trustee Ed Guider, the trustees unanimously approved the minutes of the October 18, 2024 special meeting.

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

Approval of Bills: On a motion by Trustee Candy Burchett with a second by Steve Burchett, the bills for October 2024, as reviewed by Aiden Thomas McKenna were unanimously approved.

Librarians' reports: see meeting documents

Reports of Committees:

Town Liaisons: no reports

Election Committee: The budget passed by a typical margin and has been submitted to the town.

Budget and Finance Committee: Please see above

Personnel Committee: no reports

Buildings and Grounds: no update

Long Range Plan: no update

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

Unfinished Business:

JA Update: The library has been getting books for interlibrary loans from other libraries and has found that there has not much been trouble with borrowing. A few book clubs have had to switch books, but that seems to be the only issue so far.

Transition and Building: Discussion in Executive session

New Business:

Board Officer Nominations: The Board of Trustees have nominated the following: Trustee Melia Gordon for President, Trustee Steve Burchett for Vice President, Trustee Candy Burchett for Secretary, and Trustee Margie Morris for Treasurer.

Pro Cut – snow removal contract: A contract for snow removal for November 1, 2024 – April 1, 2025 in the amount of \$6,990.00 was presented to the board.

Alarm and Suppression – Smoke Detector Replacement: Library staff requested a quote to repair the old smoke detectors in the library and was provided one from Alarm & Suppression, Inc.

2025 Community Art Project mural proposal – An artist approached the library to possibly create a mural using grants from the Saratoga Arts Center through the NYS Arts Council. This artist has been creating murals for over 20 years and the library is their first choice to create a mural using this grant. The board was interested in moving forward with this.

TCM Bank – TCM did not accept the original resolution to add Kristi Chadwick as a Business Officer. Director Chadwick requested to rescind the previous resolution and to do a new resolution adding Kristi Chadwick, Library, Director and Marta Dauphinee, Account Clerk as Business Officers.

Final 2024 Board Meetings – move dates: Because of the holidays, the board has decided to move the final 2024 board meetings to 11/20/24 and 12/18/24.

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 24-067 Consider hiring Don LaPlant as Librarian II – Head of Adult Services, with a start date of November 18, 2024, and an annual salary of \$54,000. Motion was made by Trustee Morris, seconded by Trustee Thomas McKenna, and passed unanimously.

RESOLUTION 24-068 Consider accepting the snowplowing contract from Pro Cut Landscape Services for November 1, 2024 – April 1, 2024 at a cost of \$6,990. Motion was made by Trustee C. Burchett, seconded by Trustee Gordon, and passed unanimously.

RESOLUTION 24-069 Consider accepting the proposal for Gilbert VanGuilder Land Surveyors, through Attorney Stephanie Cole Adams, for a new land survey at a cost of \$3,000. Motion was made by Trustee S. Burchett, seconded by Trustee Gordon, and passed unanimously.

RESOLUTION 24-070 Consider vacating Resolution 24-055 in regard to TCM Bank due to change in Library Board of Trustee Officers. Motion was made by Trustee Thomas McKenna, seconded by Trustee Gordon, and passed unanimously.

RESOLUTION 24-071 Consider appointing Kristi Chadwick, Library Director and Marta Dauphinee, Account Clerk, as Business Officers for TCM Bank. Motion was made by Trustee Gordon, seconded by Trustee C. Burchett, and passed unanimously.

RESOLUTION 24-072 Consider accepting the alarm repair contract from Alarm & Suppression, Inc for services at a cost of \$2395. Motion was made by Trustee S. Burchett, seconded by Trustee Guider, and passed unanimously.

RESOLUTION 24-073 Name Melia Gordon as President of the Library Board of Trustees for the period of November 1, 2024 – October 31, 2025. Motion made by Trustee Thomas McKenna, seconded by Trustee Morris, and passed unanimously.

RESOLUTION 24-074 Name Steve Burchett as the Vice-President of the Library Board of Trustees for the period from November 1, 2024 – October 31, 2025. Motion made by Trustee C. Burchett, seconded by Trustee Morris, and passed unanimously.

RESOLUTION 24-074 Name Candy Burchett as the Secretary of the Library Board of Trustees for the period of November 1, 2024 – October 31, 2025. Motion made by Trustee Morris, seconded by S. Burchett, and passed unanimously.

RESOLUTION 24-076 Name Margie Morris as the Treasurer of the Library Board of Trustees for the period of November 1, 2024 – October 31, 2025. Motion made by Trustee Thomas McKenna, seconded by Trustee C. Burchett, and passed unanimously.

RESOLUTION 24-077 Consider approving the slate of committees as presented. Motion made by Trustee Guider, seconded by Trustee S. Burchett, and passed unanimously.

RESOLUTION 24-078 Add Melia Gordon as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643. Motion made by C. Burchett, seconded by Trustee Schofield, and passed unanimously.

RESOLUTION 24-079 Add Margie Morris as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643. Motion made by Trustee Ed Guider, seconded by S. Burchett, and passed unanimously.

RESOLUTION 24-080 Remove Kate Schofield as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643. Motion made by Trustee Morris, seconded by Trustee Melia, and passed unanimously.

RESOLUTION 24-081 Remove Aidan Thomas McKenna as a signer on the following Ballston Community Public Library bank accounts ending -1567, -1164, -1596, and -1643. Motion made by Trustee Morris, seconded by Trustee Guider, and passed unanimously.

RESOLUTION 24-082 WHEREAS, the Town of Ballston (hereinafter “the Town”), and the Ballston Community Public Library (hereinafter “the Library”), entered into a Lease and Agreement dated January 31, 2024 (hereinafter “the Agreement”), which Agreement anticipated the conveyance of the premises upon which the Library sits along with the adjacent parking lot (hereinafter “the Premises); and

WHEREAS, the Town has informed the Library that it is prepared to convey the Premises pursuant to the Agreement terms, on or about December 1, 2024; and

WHEREAS, an abstract of title has been obtained and title exam performed; and

WHEREAS, the Board of Trustees has had the opportunity to review all documentation heretofore had herein, including, but not limited to:

1. Lease and Agreement
2. Abstract of Title (Exhibit “A”)
3. Preliminary Title (Exhibit “B”)
4. Proposed Deed (Exhibit “C”)
5. 1997 Survey (Exhibit “D”)

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approves the Proposed Deed and the Library shall accept conveyance of the premises, commonly known as 2 Lawmar Lane, together with the adjacent parking lot, as set forth therein; and

BE IT FURTHER RESOLVED that conveyance shall be accepted subject to all restrictions record as noted in the Preliminary Title Report; and

BE IT THEREFORE RESOLVED that Melia Gordon is authorized to sign any documents necessary to effectuate the transfer of the Premises. Motion made by Trustee S. Burchett, seconded by Trustee Guider, and passed unanimously.

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

None

Executive Session – Legal The board entered executive session at 8:17 p.m. and exited at 8:29 p.m. with no votes taken.

Adjournment: At 8:32 p.m., on a motion by Trustee Thomas McKenna with a second by Trustee S. Burchett, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.