

**Ballston Community Public Library
Board of Trustees Meeting Minutes
November 20, 2024**

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

Attendance: [x] Kristi Chadwick, Director, [x] Don LaPlant, Head of Adult Services, [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 October 30, 2024 meeting: On a motion by Trustee Margie Morris with a second by Trustee Candy Burchett, the trustees unanimously approved the minutes of the October 30, 2024 monthly meeting.

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

Approval of Bills: On a motion by Trustee Steve Burchett with a second by Trustee Ed Guider, the bills for November 2024, as reviewed by Melia Gordon were unanimously approved.

Librarians' reports: see meeting documents

Reports of Committees:

Town Liaisons: no reports

Budget and Finance Committee: no update

Buildings and Grounds: no update

Election Committee: no update

Long Range Plan: no update

Personnel Committee: Trustee Margie Morris is looking into comparable salaries for libraries of the same size as BCPL.

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

Unfinished Business:

JA Update: Still on going. Holds for SALS members are no longer able to be placed and picked up. BCPL will continue to treat loans to Schenectady residents as out of area loans.

Transition and Building: The town approved the resolution to sell the building to the BCPL.

New Business:

Insurance: Tim Newell went over the insurance information for 2025. The renewal date is January 1, 1025.

Trustee Bylaws: The policy committee updated the Trustee bylaws to be in line with the election date.

Trustee Training Certification: Trustees must have their 2 hour training certifications completed by 12/31/24.

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 24-083 Consider approving the amended bylaws as presented. Motion was made by Trustee Morris, seconded by Trustee C. Burchett, and passed with a majority.

RESOLUTION 24-084 Consider approving the Organizational Resolutions 24-085 – 24-095, excepting Resolution 24-091. Motion was made by Trustee Morris, seconded by Trustee C. Burchett, and passed unanimously.

RESOLUTION 24-085 BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that all meetings of the Board of Trustees shall be held in accordance with the latest edition of Robert's Rules of Order.

RESOLUTION 24-086 BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that the meetings of the Board of Trustees shall be held in the Ballston Community Public Library located at 2 Lawmar Lane, Ballston, Saratoga County or any video conferencing platform that allows public participation and transcription in accordance with the New York State Open Meetings Law. The regular monthly meeting shall be held at 7:00 p.m., on the last Wednesday of each month.

RESOLUTION 24-087 BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that the Ballston Spa National Bank shall be the official depository for Library funds, and BE IT FURTHER RESOLVED that the funds may be withdrawn, and checks may be signed, in accordance with the provisions of the procedures established by the Board of Trustees.

RESOLUTION 24-088 BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that the salaries for Library Employees for 2025 are approved and established in the 2025 budget and that all other salaries and hour rates for the 2025 budget and any subsequent resolution be approved with longevity awards to be applied during the year as earned and BE IT FURTHER RESOLVED that the payroll schedule be bi-weekly for all hourly and salaried employees.

RESOLUTION 24-089 BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that the official newspaper as required by NYS Educational Department Law shall be The Daily Gazette.

RESOLUTION 24-090 BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that Library Employees shall be compensated at the rate for standard mileage allowance established by the Internal Revenue Service for the approved use of their personal automobiles in the performance of their official duties.

RESOLUTION 24-091 BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that all overnight trips shall require prior approval by the Board of Trustees and BE IT FURTHER RESOLVED that all other conference attendance shall require prior authorization of the Director and BE IT FURTHER RESOLVED that reasonable expense reimbursement for conferences shall be approved by the Director. Any conference enrollee who cannot attend without cause will reimburse the Library for any costs incurred by the Library. Motion made by Trustee C. Burchett, seconded by S. Burchett, and passed unanimously.

RESOLUTION 24-92 BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that the agenda and meeting documents be posted on the Library Website and the Library Bulletin Board 24 hours prior to the meeting.

RESOLUTION 24-093 BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that all official meeting minutes must be written and mailed or electronically distributed to appropriate parties within 14 days of applicable meeting.

RESOLUTION 24-094 BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library authorized the Library Director, with Treasurer written concurrence, to make transfers between accounts in the current budget to keep accounts properly funded and the Library Director will report transfers to the Board of Trustees.

RESOLUTION 24-095 WHEREAS, the Board of Trustees of the Ballston Community Public Library requires varied professional services from experts that appropriately licensed and registered in New York State; and BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library designates and appoints the following firms, subject to approval of contracts by the Library's Attorney, or independent counsel:

Firm	Professional Service
UHY, LLC	Accounting Services
The Law Office of Stephanie Adams (LOSA), PLLC	Legal Services
Public Sector HR, LLC	Human Resources Consultant

RESOLUTION 24-096 Consider accepting the legal work contract from The Law Office of Stephanie Adams for services at a cost of \$4000. Motion made by Trustee S. Burchett, seconded by C. Burchett, and passed unanimously.

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

The Board of Trustees extended a welcome to the new Head of Adult Servies, Don LaPlant.

Adjournment: At 8:03 p.m., on a motion by Trustee Guider with a second by Trustee S. Burchett, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.