

**Ballston Community Public Library
Board of Trustees Meeting Minutes
December 18, 2024**

Call to order: The meeting was called to order at 7:03 p.m. by President Melia Gordon.

Attendance: [x] Kristi Chadwick, Director,

Trustees present: Kate Scholfield, Candy Burchett, Margie Morris, Aiden Thomas McKenna, Melia Gordon,

Trustees absent (excused): Ed Guider, Steve Burchett

Trustees absent (unexcused): none

Approval of Minutes of November 20, 2024 meeting: On a motion by Trustee Aiden Thomas McKenna with a second by Trustee Margie, the trustees unanimously approved the minutes of the November 20, 2024 monthly meeting.

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

Approval of Bills: On a motion by Trustee Candy Burchett with a second by Trustee Kate Schofield, the bills for December 2024, as reviewed by Candy Burchett 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: Plans to meet early in 2025.

Personnel Committee: There will be a Library Assistant position opening up. Library Director Kristi Chadwick will ask for the civil service list for potential candidates for the committee.

Policy: Some inconsistencies have been noted, the policy committee will meet in the new year to discuss.

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

Unfinished Business:

JA Update: The Schenectady County Public Library has completed its transition out of the JA. Director Kristi Chadwick and Head of Adult Services Don LaPlant met with the SCPL Librarians to ensure that things would be running as smoothly as possible.

Transition and Building: The survey was expected to arrive the week of the meeting. Assuming that there were no issues, it was expected that the Library could close on the sale of the building by 12/31/24. The Law Office of Stephanie Adams expected filing fees of about \$400.

New Business:

None

RESOLUTION 24-097 Consider approving the filing costs of up to \$400 paid to the Law Office of Stephanie Adams. Motion was made by Trustee Morris, seconded by Trustee Thomas McKenna, and passed unanimously.

RESOLUTION 24-098 Consider transferring from the Fund balance to the Capital Improvement fund to cover the invoice from Clune Electric for the lighting upgrade. Motion was made by Trustee Gordon, seconded by Trustee Schofield, and passed unanimously.

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

Adjournment: At 7:33 p.m., on a motion by Trustee C. Burchett with a second by Trustee Thomas McKenna, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.