

**Ballston Community Public Library
Board of Trustees Meeting Agenda
February 26, 2025, 7:00 PM**

Zoom Link: <https://us02web.zoom.us/j/83978434589>

- 1) Call to order**
- 2) Minutes of January 29, 2025 Meeting**
- 3) Monthly Financial Reports**
- 4) Approval of Bills**
- 5) Librarians' Reports**
- 6) Reports of Committees**
 - a) Town Liaisons
 - b) Budget & Finance
 - c) Buildings & Grounds
 - d) Election
 - e) Long-Range Plan
 - f) Personnel
 - g) Policy
 - h) Friends of the Library
- 7) Unfinished Business**
 - a) Transition Update
- 8) New Business**

*Privilege of the floor on any topic. Please state your name, and town you reside in.
(Limit 3 mins.)*

- 9) Adjournment**

February Voucher Signer: Ed Guider

Charlton Town Board Meeting: Monday, March 10, 2025 at 7:00 PM

Ballston Town Board Meeting: Tuesday, March 11, 2025 at 6:30 PM

Library Board of Trustees: March 26, 2025 at 7:00 PM

March Voucher Signer: TBD

**Ballston Community Public Library
Board of Trustees Meeting Minutes
January 29, 2025**

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

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

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

Trustees absent (excused): Ed Guider, Steve Burchett, Kate Schofield

Trustees absent (unexcused): none

Approval of Minutes of December 18, 2024 meeting: On a motion by Trustee Margie Morris with a second by Trustee Aiden Thomas McKenna, the trustees unanimously approved the minutes of the December 18, 2024 monthly meeting.

Monthly Financial Reports: Financial reports for January 2025 were reviewed.

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

Librarians' reports: see meeting documents

Reports of Committees:

Town Liaisons: no report

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

Unfinished Business:

Transition and Building: As of 12/31/24, the building officially belongs to the Ballston Community Public Library.

Schenectady County Public Library Separation from JA: The separation is complete. BCPL staff have been helping patrons with services and it has been running smoothly.

New Business:

Voucher Signers for 2025 - President Melia Gordon requested that the trustees sign up for Voucher signing for 2025.

Agreement between Charlton and BCPL - An agreement between the BCPL and the Town of Charlton was reached.

RESOLUTION 25-001 Consider accepting the resignation of William Newsom, Library Clerk, effective February 11, 2025. Motion was made by Trustee Thomas McKenna, seconded by Trustee Morris, and passed unanimously.

RESOLUTION 25-002 Consider approving the agreement between the Town of Charlton and the Ballston community Public Library. Motion was made by Trustee C. Burchett, seconded by Trustee Thomas McKenna, and passed unanimously.

RESOLUTION 25-003 BE IT RESOLVED that the Ballston Community Public Library operated in accordance with all provisions of Educational Law and Regulations of the Commissioner and assures that the “Annual Report” was reviews and accepted by the Library Board of Trustees on 1/29/2025. Motion was made by Trustee Morris, seconded by Trustee Gordon, and passed unanimously.

RESOLUTION 25-004 Consider the removal of the Town of Ballston from the Ballston Community Public Library’s Insurance policy at the earliest possible date. Motion was made by Trustee Thomas McKenna, seconded by Trustee Morris, and passed unanimously.

RESOLUTION 25-005 Consider moving \$40,000 from the Fund Balance to the General Fund to be repaid as soon as the Ballston community Public Library receives the tax levy from the Town of Ballston. Motion was made by Trustee C. Burchett, seconded by Trustee Thomas McKenna, and passed unanimously.

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

none

Adjournment: At 7:46 p.m., on a motion by Trustee Thomas McKenna with a second by Trustee Morris, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.

Ballston Community Public Library

Director's Report

February 2025

Circulation Statistics

January 2025

Circulation Statistics	Current Month	2025 Total	2024 Total
Items Added to Collection	276	276	3,930
Number of Physical Items Circulated	8286	8286	93,004
Overdrive/Libby Circulation	1638	1638	18,244
Hoopla Circulation	755	755	8,003
New Patron Registrations	36	36	482
Patrons in the Building	4080	4080	53,346

Programs & Events

January 2025

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2025 Total	Participants 2025 Total	Number Offered 2024 Total	Participants 2024 Total
Preschool	16	520	16	520	161	3,948
Elementary	6	58	6	58	80	973
Teen	2	4	2	4	41	220
Adult	9	75	9	75	94	759
Family	2	61	2	61	85	3,221
Outreach	3	42	3	42	69	1,783
TOTALS	38	760	38	760	530	10,904

Youth Services: During the month of February, we had 13 weekly story times, 3 book clubs, 1 teen craft, 1 tween craft, 1 Story Crafters program, 1 kid's craft, Teen Book Boxes (8), a Shredded Book Contest in the Children's Room, a Family Bingo Night, and a Saturday Bluey-themed family party. The High School SED students volunteered at the library twice this month and helped retrieve books from the send list. Youth Services has finalized the upcoming spring programs for April and May. Summer Reading Program planning is going well and Alyssa and Jane are close to finalizing the programming and performer schedule.

Adult Services: February adult programming included three book club meetings, two meetings of the Short Fiction Workshop, as well as meetings of the Recommenders Club, Chatty Crafters, and Trivia Night. Unfortunately, the adult paper craft program had to be rescheduled due to a weather-related closure. Collection management work continued with the weeding of the Large Type, Paperback, and Audiobook collections, with

withdrawn materials boxed up and stored for the Friends' book sale. I also completed a web-based cyber security training program offered by JA and completed an inventory of the library's computers and monitors. The bulk of my remaining time was spent making arrangements for spring programming and Summer Reading Program activities.

Director: The Town of Ballston Assessor contacted me as now that the property is ours we will need to file a real Property Tax Exemption for Non-Profit Organizations yearly with his office. This was completed Feb 20. The Annual Report for Public Libraries has been submitted to SALS and edits have been completed. I am working on the NYS Comptroller Annual Financial Report which is due March 2, and due to the transfer of the building and some other questions I have requested a filing extension that has been approved until May 2025.

The second amendment for the FY2022 Construction Grant has been approved so I can move on to closing the project.

Our payroll company, ADP, has filed an amended return for the Library due to issues with the 2024 1st Quarter records for payroll tax. The W-2s have been corrected and issued and we are waiting to hear more about impacts.

SALS is once again offering Workplace Harassment training for 2025, open to staff and trustees. It will be \$19.00 pp. All SALS libraries will be moving to Multi-Factor Authentication (MFA) by April 15; there was a Q & A Feb 26.

Staff & Volunteers

Staff: We have started to receive applications for the new Youth Services Library Assistant position. We are currently canvassing the Civil Service list for the open Library Clerk position.

Friends of the Library: The Friends met on February 4. The drive through meals event in March is cancelled as the cook is no longer offering the service. The Friends Mini Golf event was February 21 and 22. The Friends have scheduled the Spring Book Sale for April 29 – May 3. Donations will be accepted from April 14-28.

Facility

One of the EV chargers seems to have defaulted to installation, so we will be contacting someone to see about fixing it. Ed spoke to the Town regarding the hole at the end of the driveway and they have agreed to fill it as it lies within their easement.

Technology

January 2025

Technology Statistics	Current Month	2025 Total	2024 Total
Public Computer Sessions	121	121	1,259
WiFi Sessions (unique users)	330	330	4,092

Meetings & Professional Development

Kristi – Town of Charlton Board Meeting (2/10), Town of Ballston Board Meeting (2/11), SALS Directors Council (2/18), KnowBe4 Annual Training.

Alyssa – Comics Plus Meeting (2/4), KNowBe4 Annual Training, Summer Reading Program Workshop (2/25).

Don- KnowBe4 annual training

KnowBe4 Annual Training: Jane, Deb F. Mary Jane, Erin, Hannah, Ellie, Cindy, Rosemary, Mel, Jena, Angela, Marta, Carol, Keira, Tricia.

Respectfully,
Kristi Chadwick
Library Director