

**Ballston Community Public Library
Board of Trustees Meeting Minutes
February 26, 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] Don LaPlant. Head of Adult Services

Trustees present: Candy Burchett, Margie Morris, Aidan Thomas McKenna, Melia Gordon, Ed Guider, Steve Burchett, Kate Schofield

Trustees absent (excused): none

Trustees absent (unexcused): none

Approval of Minutes of January 29, 2025 meeting: On a motion by Trustee Ed Guider with a second by Trustee Aidan Thomas McKenna, the trustees unanimously approved the minutes of the January 29, 2025 monthly meeting.

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

Approval of Bills: On a motion by Trustee Candy Burchett with a second by Trustee Kate Schofield the bills for February 2025, as reviewed by Trustee Ed Guider were unanimously approved.

Librarians' reports: see meeting documents

Reports of Committees:

Town Liaisons: no report

Budget and Finance: The committee discussed the Trustee Fund, some of the smaller amounts in that fund, and their designation status.

Building and Grounds: Will have an upcoming meeting to discuss priorities.

Election: no update

Long Range Plan: Meeting was scheduled for 3/4/25 to discuss.

Personnel: Staff evaluations are upcoming.

Policy: Will be meeting in March.

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

Unfinished Business:

Transition and Building: The Transition document had 2 outstanding items that were completed in December 2024.

New Business:

Audit: The last audit was done in February 2023 for fiscal year 2021. Library Director Kristi Chadwick will reach out to UHY.

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

Tom Shaginaw of Burnt Hills spoke about the Library's sign outside. He gave insight that the decision was made to shut off the sign at 9:00 p.m. because the library is in a neighborhood and didn't want to disturb the neighbors.

Adjournment: At 7:40 p.m., on a motion by Trustee S. Burchett with a second by Trustee Guider, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.