

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

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

- 1) Call to order
- 2) Minutes of February 26, 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) NYCLASS/NYLAF Update
 - b) FY2022 Construction Grant - Sign
- 8) New Business
 - a) SALS Community Grant
 - b) Rick Reynolds – Paul Revere Luminaries

*Privilege of the floor ONLY on items for consideration and action this evening. (limit 3 mins.)
Please state your name, town you reside in, and the resolution number
you are referring to when speaking.*

RESOLUTION 25-006 Consider the purchase of a new outdoor sign from AJ Signs for the cost of \$30,095.00. The amount will come out of the fund balance, with a reimbursement of \$3920 from the FY2022 Construction Grant.

RESOLUTION 25-007 Consider approving Director Kristi Chadwick to attend NYLA's Spring on the Hill on May 20th, with an overnight stay on May 19th. Total cost is estimated to be \$404, plus approved expenses.

RESOLUTION 25-008 Consider approving the request from Town of Ballston Historian Rick Reynolds to place luminaries along the Library's front lawn area to celebrate the 250th anniversary of Paul Revere's Ride.

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

9) Adjournment

March Voucher Signer: Steve Burchett

Ballston Town Board Meeting: Tuesday, April 8, 2025 at 6:30 PM

Charlton Town Board Meeting: Monday, April 14, 2025 at 7:00 PM

Library Board of Trustees: April 30, 2025 at 7:00 PM

April Voucher Signer: Candy Burchett

**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.

Ballston Community Public Library

Director's Report

March 2025

Circulation Statistics

February 2025

Circulation Statistics	Current Month	2025 Total	2024 Total
Items Added to Collection	286	562	3,930
Number of Physical Items Circulated	8107	16393	93,004
Overdrive/Libby Circulation	1414	3052	18,244
Hoopla Circulation	657	1412	8,003
New Patron Registrations	33	69	482
Patrons in the Building	4474	8554	53,346

Programs & Events

February 2025

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2025 Total	Participants 2025 Total	Number Offered 2024 Total	Participants 2024 Total
Preschool	12	432	28	952	161	3,948
Elementary	4	29	10	87	80	973
Teen	4	14	6	18	41	220
Adult	8	49	17	124	94	759
Family	3	215	5	276	85	3,221
Outreach	3	23	6	65	69	1,783
TOTALS	34	762	72	1522	530	10,904

Youth Services:

During the month of March, we had 16 weekly story times, 3 book clubs, 1 teen craft, 1 tween craft, 1 Story Crafters program, a Saturday story time, 4 Read to Beaker the therapy dog sessions, 1 STEM Challenge, and a Guess the Character contest. The High School SED students volunteered at the library twice this month and helped retrieve books from the send list. Alyssa will visit Mayfair Nursery School 4 times this month to do a short story time and tell each class about the library. On March 27 the library will host PARP again and Alyssa has been working with the teachers in charge to plan the event. Alyssa and Jane have finalized the summer programs and calendars.

Adult Services:

Adult programs this month included Recommenders Club, three adult book clubs, two sessions of the Short Fiction Workshop, a Paper Flowers craft program, two sessions of our Memoir Class, Trivia Night, and a meeting of the Chatty Crafters club. Accepting clerk applications and communicating with prospective applicants. Provided tech support for meetings of the Memoir Class and the Ballston Lake Improvement Association. Continued weeding of CD audiobooks and shifting of large type collections. Scheduled programs for April, May, and June. Continued scheduling summer reading events.

Director:

I have met with the Buildings & Grounds, Long Range Plan, and Policy Committees. I hope to schedule with Election and Personnel in April. I have completed calls regarding NYCLASS and NYLAF, results later in the agenda. I have begun weeding Adult Nonfiction, so far completing Biographies, 000s-200s. I completed the 2024 AFR and certified it. Now waiting for it to be closed by the NY Comptroller.

On May 20, NYLA is presenting Spring on the Hill, an all-day advocacy training in Albany. I am requesting to attend, along with staying at their sponsored hotel the night before (May 19). Registration is \$165, hotel is \$239.

Staff & Volunteers

Staff:

Angela Morrow has updated her last day to March 29. We took applications for Library Clerks (two positions) through March 24 and plan to start interviews soon.

Alyssa has completed four interviews for the Youth Services Assistant. She has sent an offer to her top choice.

Staff evaluations are being completed by supervisors.

Friends of the Library:

Alyssa attended the March 4 meeting.

Facility

Accent NY came and adjusted the back desk station so that Tricia could move to the back area and Don could move up to the circulation area.

National Grid came on March 19 to replace our meter which was not working. We are also starting a new account as the previous one was under the Town’s name and ID number.

I completed a walkthrough with two patrons to fill out the Customer Service Walkabout worksheet as part of our SALS Challenge Grant application. We would like to apply for the grant to pay partially for the parking lot repair and seal.

Technology

February 2025			
Technology Statistics	Current Month	2025 Total	2024 Total
Public Computer Sessions	111	232	1,259

WiFi Sessions (unique users)	334	664	4,092
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Meetings & Professional Development

Kristi – UHY Meeting (¾), Long Range Plan Committee (¾), SALS Exec Director Search (3/11), Policy Committee (3/11), Grant Walkabout (3/20), Preventing Workplace Harassment Training (3/20)

Alyssa – Friends Meeting (3/4), Summer Reading Workshop (3/11), SEBCO (3/11), Preventing Workplace Harassment Training (3/13)

Don- “Preventing Workplace Harassment” (Traliant), “The Whys, Whats, and Hows of Performance Evaluation - Making the Process Work” (CDLC), “Patron Registration Refresher” (SALS/MVLS).

Mary Jane - Preventing Workplace Harassment Training (3/13)

Jane - Preventing Workplace Harassment Training (not sure of date)

Rosemary - Preventing Workplace Harassment Training (not sure of date)

Ellie - Preventing Workplace Harassment Training (not sure of date)

Keira - Preventing Workplace Harassment Training (3/14)

Jena - Preventing Workplace Harassment Training (3/19)

Erin - Preventing Workplace Harassment Training (not sure of date)

Tricia - Preventing Workplace Harassment Training (not sure of date)

Marta - Preventing Workplace Harassment Training (not sure of date)

Melissa O. - Preventing Workplace Harassment Training (not sure of date)

Elizabeth - Preventing Workplace Harassment Training (not sure of date)

Carol - Preventing Workplace Harassment Training (not sure of date)

Cindy - Preventing Workplace Harassment Training (not sure of date)

Hannah - Preventing Workplace Harassment Training (not sure of date)

Deb - Preventing Workplace Harassment Training (not sure of date)

Respectfully,
Kristi Chadwick
Library Director



Your Image. Our Everything.

Top Line Ltd. Inc DBA AJ Signs
842 Saratoga Rd.
Burnt Hills, NY 12027 US
+15183999291

ADDRESS

Ballston Community Public
Library

SHIP TO

Ballston Community Public
Library

Estimate 45240

DATE 02/27/2025

ACTIVITY	QTY	COST	TOTAL
Commercial Sign New sign same shape and size as existing, the lettering will be cut out and pushed thru in 3/4" white acrylic with translucent vinyl applied. Sign is installed onto the existing steel. The display will be a watchfire 2'x5' 10mm rgb, this will come with a life of sign cellular data plan. Install is at prevailing wage.	1	30,095.00	30,095.00
Commercial Sign New sign same shape and size as existing, the lettering will be cut out and pushed thru in 3/4" white acrylic with translucent vinyl applied. Sign is installed onto the existing steel. The display will be a watchfire 2'x5' 8mm rgb, this will come with a life of sign cellular data plan. Install is at prevailing wage.	0	34,605.00	0.00
Commercial Sign New sign same shape and size as existing, the lettering will be cut out and pushed thru in 3/4" white acrylic with translucent vinyl applied. Sign is installed onto the existing steel. The display will be a watchfire 2'x5' 6mm rgb, this will come with a life of sign cellular data plan. Install is at prevailing wage.	0	37,395.00	0.00
permits not included if required, assumes tax exempt, form will need to be supplied			
This price reflects a cash discount price There will be a 3.5% convenience fee for all bills paid with a credit/debit card.			
SUBTOTAL			30,095.00
TAX (7%)			0.00
TOTAL			\$30,095.00

All Quotes good for 10 Days. Electric to be brought to sign location by others. Estimate pending technical site survey where applicable. Assumes normal digging conditions. AJ Signs must have full access to site with their equipment unless specified otherwise. All overdue accounts will be subject to finance charges in the amount of 1.5% per month.

Accepted By

Accepted Date

All Quotes good for 10 Days. Electric to be brought to sign location by others. Estimate pending technical site survey where applicable. Assumes normal digging conditions. AJ Signs must have full access to site with their equipment unless specified otherwise. All overdue accounts will be subject to finance charges in the amount of 1.5% per month.

Sign Faces

Qty: x2 Double Sided

Materials: 3mm Dibond with 3M 7125 HP Vinyl Graphics

Additional Information: Edges of sign to remain white

Install Information: VHB Tape & Screwed to Existing Sign

Colors: ■ PMS 5477C

■ PMS 156C

■ PMS 564C

59.33 in

73.03 in

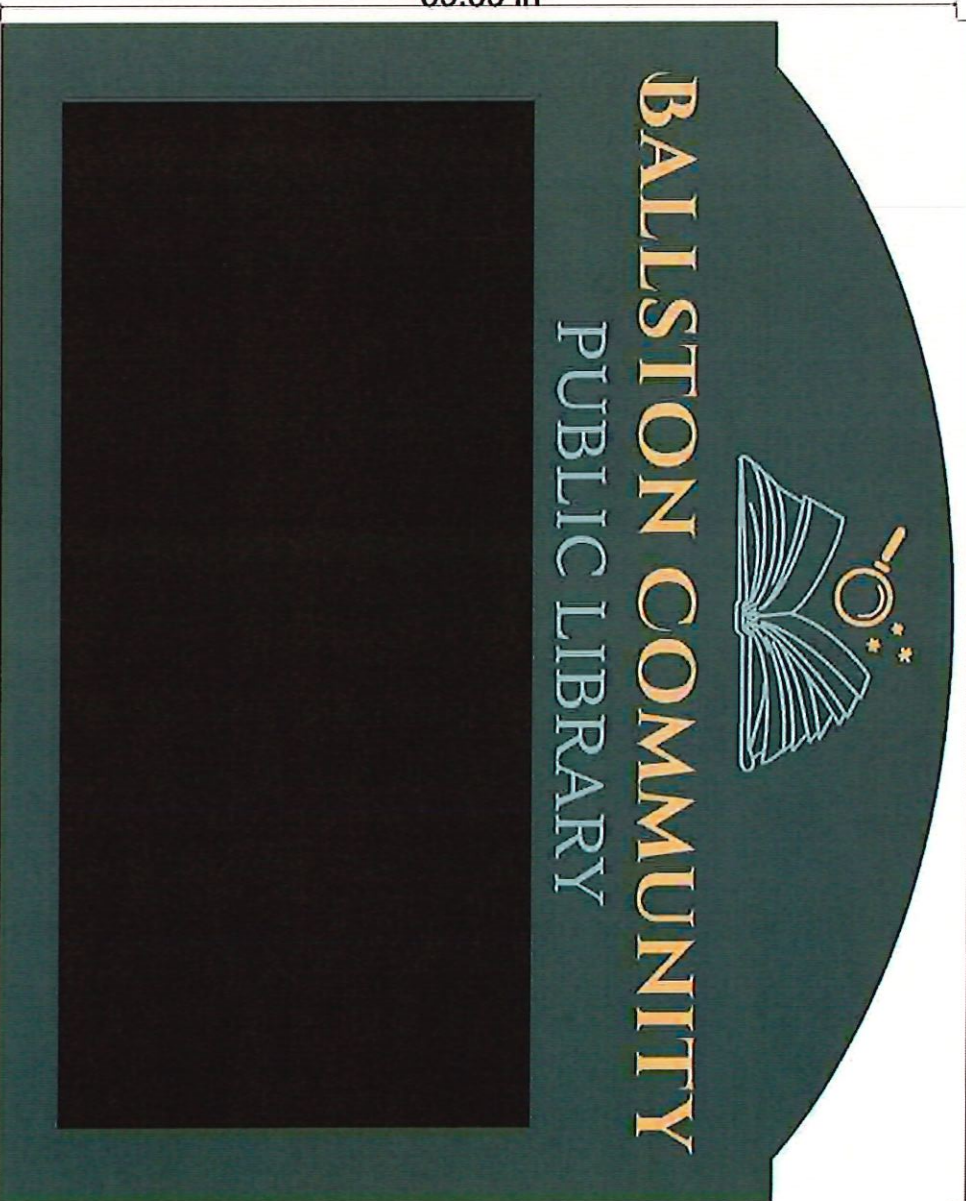


Photo Representation of Approximate Sizing



842 Santoliga Road
Burnt Hills, NY 12027
(518) 399-9729
AJSigns.com

Client: Town of Ballston
Project: Library Sign Faces
Location: Ballston Spa, NY

Customer Approval:

Landlord Approval (if Required):

Date:

Date:

File Name: e45004.fs
Salesperson: Carl Wheeler
Designer: Jen Spash / On File
Date: 11/1/2023

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 Jason Kaczmarek, *Proprietor*
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- TREE & BRUSH CHIPPING
- SNOW PLOWING

P.O. Box 764
 Round Lake, NY 12151

PROPOSAL SUBMITTED TO Town of Ballston Community Library	PHONE 518-399-8174	DATE March 24, 2025
STREET 2 Lawmar Ln.	Contact Person Tricia Bitley, tbitley@sals.edu	
CITY, STATE AND ZIP Burnt Hills, NY 12027	JOB LOCATION 2 Lawmar Ln., Burnt Hills, NY 12027	

We hereby submit specifications and estimates for:

Asphalt Maintenance Proposal

To Include:

- Cleaning of and filling of linear cracks with hot crack filler.
- Parking area to be blown free of dirt and debris prior to sealing.
- Application of Crafcro Asphalt Emulsion Sealer to asphalt surface.
- Re-stripe existing lines on the parking area.

Total: \$4,194.75

Option 1: Additional 2nd Coat of Sealer Applied to Increase Longevity of Sealer Application.

This option would add \$1,000.00 to the above price. ____ Check Here

Option 2: Asphalt repairs to the parking lot to include the following areas:

- The hole at the southern exit driveway where it meets the road.
- Around one 2 catch basins in the main lot.
- At the bottom of the handicap spots in the main lot.
- In the area of employee parking and along the southern edge of the exit driveway

This option would add \$3,815.00 to the above price. ____ Check Here

Net 15

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications, involving extra costs will become an extra charge over and above the estimate. All agreements contingent upon accidents or delays beyond our control. Malta Asphalt not responsible for "Acts of God," and assumes no liability for naturally occurring conditions.

Authorized

Signature Jason Kaczmarek

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlines above. I have read the attached Terms and Conditions and understand them.

Signature: _____

Date of Acceptance: _____

J&J Super Seal, LLC



Specialists in Advanced Pavement Maintenance

Call or Text James: 518-857-2133

Website: jjsuperseal.com

Email: jjsuperseal@nycap.rr.com

Propsoal Submitted To: BH-BL Community Library	Phone Work: 518-399-8174 Cell:	Date: March 11,2025
Street: 2 Lawmar Lane	Job Number:	
City, State, Zip Code: Burnt Hills NY 12027	Job Location:	
Contact: Tricia/Jen	Email: tbitley@sals.edu	
<input checked="" type="checkbox"/> 1. Furnish all materials, labor and insurance to perform Advanced Pavement Maintenance to all asphalt areas comprising a total of All <u>square feet.</u> (Google Earth Pro).		
<input checked="" type="checkbox"/> 2. Air compress and thoroughly clean all structural cracks and seams lineal feet Fill to refusal with hot-poured, rubberized joint seal in strict accordance with Federal Specification SS-S-164, SS-S-140C, ASTM D-3405 & FAA Specification P-605, Type 111.		
<input checked="" type="checkbox"/> 3. Power brush, air blow and thoroughly clean all surfaces. Prime oil & fuel derivative spots.		
<input checked="" type="checkbox"/> 4. Furnish & Install rubberized sand slurry Craftco Action Pave AE Classic with Targel Plus.		
<input checked="" type="checkbox"/> 5. Mastic - \$9000.00 Spec sheet included		
<input checked="" type="checkbox"/> 6. Pavement markings with ADA striping specs. _____		
We propose hearby to furnish material & labor - complete in accordance with above specifications for the sum of: <u>Fourteen thousand five hundred & 00/100 TE</u> dollars (\$ <u>14,500 TE</u>). Signature: <u>James Giammattei</u>		

The undersigned by signing this document understands and promises to pay J&J Superseal, LLC, the stated amount, together with interest at the rate of 1.5% per month compounded should this account become 30 days past due, and all costs of collection and a reasonable attorney's fee in the event this account becomes a collectable account. Also note: that should the individual, company or corporation listed above under, (proposal submitted to) be unable to fulfill its contractual obligations of payment, that the individual who has signed the (acceptance of proposal) portion of this proposal will be personally be held responsible for full payment of agreed upon work.

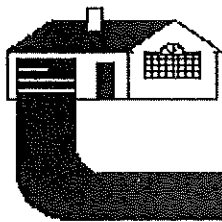
Double coat -hand applied

Signature _____

Signature _____

Payment to be made as follows: 100% upon completion
unless otherwise specified

— P.O. Box 179 Rexford, NY 12148 —



J & J Super Seal, LLC

P.O. Box 179

Rexford, NY 12148
384-2217

Seal Coating

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- Pot Holes
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- Around Drains, Manholes & other Solid Structures
- Shoulders and Seams
- Rough Drive Surfaces

Company: BH-BL Community Library

Contact: Tricia Bitley

Address: 2 Lawmar Lane Burnt Hills NY 12027

Phone: 518-399-8174

Amount	\$9000.00	INCLUDED in Quote
Tax	\$	
Total	\$9000.00	

James Giammattei

James Giammattei

March 11, 2025

