

**Ballston Community Public Library
Board of Trustees Meeting Minutes
March 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] Alyssa Harvey, Youth Services Librarian

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 February 26, 2025 meeting: On a motion by Trustee Steve Burchett with a second by Trustee Aidan Thomas McKenna, the trustees unanimously approved the minutes of the February 26, 2025 monthly meeting.

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

Approval of Bills: On a motion by Trustee Margie Morris with a second by Trustee Kate Schofield the bills for March 2025, as reviewed by Trustee Steve Burchett were unanimously approved.

Librarians' reports: see meeting documents

Reports of Committees:

Town Liaisons: no report

Budget and Finance: Library Director Kristi Chadwick spoke with UHY regarding audits. She was told that there are no state standards and that it would be up to the library's discretion. Library staff also looked into the history of most of the smaller funds in the Trustee fund and found them to be unspecified. Those funds were then moved into the fund for Wonder Books.

Building and Grounds: The committee met to discuss upcoming priorities and concluded that the parking lot was the current top priority. It was decided that the parking lot should be replaced. Library staff will reach out to gather more quotes for this. Library staff will also collect more quotes for the sign replacement.

Election: Will meet in April to begin preparations for the 2025 election.

Long Range Plan: The committee met to discuss the next steps and is gathering questions for a survey for patrons.

Personnel: Will need to meet to discuss upcoming Staff evaluations..

Policy: The committee met to look at the current Library policies and have begun revising them.

Friends of the Library: Mini golf was a success. Upcoming events include a Swifty Party, the Flag Day Parade, and a book sale.

Unfinished Business:

NYCLASS/NYLAF update: Libraries cannot be a part of NYCLASS. Library Staff and the Board of Trustees will discuss next steps.

FY2022 Construction Grant - Sign: The remainder of the FY2022 construction grant will be used for a new sign in front of the library. Quotes will be gathered for this.

New Business:

SALS Community Grant: The Library will move forward with this grant proposal.

Rick Reynolds - Paul Revere Luminaries: Town Historian, Rick Reynolds, informed the board that April 18th, 2025 is the 250th anniversary of Paul Revere's ride. To commemorate, buildings in the Town of Ballston will light two luminaries on April 18th. Rick Reynolds asked the Library to participate

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

None

RESOLUTION 25-006 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. Motion was made by Trustee S. Burchett, seconded by Trustee Thomas McKenna, and passed unanimously.

RESOLUTION 25-007 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. Motion was made by Trustee Guider, seconded by Trustee Morris, and passed unanimously.

RESOLUTION 25-008 Consider approving the appointment of Jenna Wickham to the position of Library Assistant at the rate of \$17.25 with the start date of April 14th. Motion was made by Trustee Morris, seconded by Trustee C. Burchett, and passed unanimously.

Adjournment: At 7:57 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.