

**Ballston Community Public Library
Board of Trustees Meeting Minutes
April 30, 2025**

Call to order: The meeting was called to order at 7:05 p.m. by President Melia Gordon.

Attendance: [x] Kristi Chadwick, Director,

Trustees present: Candy Burchett, Margie Morris, Melia Gordon, Steve Burchett, Kate Schofield

Trustees absent (excused): Ed Guider, Aidan Thomas McKenna

Trustees absent (unexcused): none

Approval of Minutes of March 26, 2025 meeting: On a motion by Trustee Steve Burchett with a second by Trustee Candy Burchett, the trustees unanimously approved the minutes of the March 26, 2025 monthly meeting.

Monthly Financial Reports: Financial reports for April 2025 were reviewed. There was a discussion of FDIC rules and whether the library should use different banks.

Approval of Bills: On a motion by Trustee Margie Morris with a second by Trustee Melia Gordon the bills for April 2025, as reviewed by Trustee Candy Burchett were unanimously approved.

Librarians' reports: see meeting documents

Reports of Committees:

Town Liaisons: no report

Budget and Finance: The committee met and reviewed the trustee fund. The fund is being spent down. They also looked at the financial or monetary donation policy and discovering there was not one, drafted a policy for the board to review..

Building and Grounds: The committee discussed increasing the budget to be more in line with what will need to be spent considering the Ballston Community Public Library is its own entity now.

Election: Will schedule a meeting soon.

Long Range Plan: The committee is gathering questions for a survey for patrons and will schedule a meeting soon.

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

Policy: Director Kristi Chadwick has begun reviewing the collections policy to bring to the committee.

Friends of the Library: Held a book sale.

Unfinished Business:

FY2022 Construction Grant - Sign Quotes: The board decided to go with AJ Signs to replace the sign out front.

Parking lot Quotes: The board decided to go with Malta Asphalt to repair the parking lot.

Director Review: The personnel committee will need to perform Director Kristi Chadwick's annual review.

Budget Vote Date: This year's Budget Vote date is 10/8/25.

New Business:

2024 Report to the Community: Director Kristi Chadwick made a flyer for the 2024 Report to the Community.

SALS Annual Trustee Meeting: The annual SALS Trustee meeting will be held 5/19/25.

Privilege of the floor ONLY on items for consideration and action this evening (Limit 3 minutes.)

None

RESOLUTION 25-009 Consider approving the 2024 Report to the Community. Motion was made by Trustee C. Burchett, seconded by Trustee S. Burchett, and passed unanimously.

RESOLUTION 25-010 Consider approving the hire of Alison Felt as part-time Library Clerk, beginning May 19, at a rate of \$16/hour. Motion was made by Trustee Morris, seconded by Trustee Schofield and passed unanimously.

RESOLUTION 25-011 Consider approving the hire of Susan Slovic as part-time Library Clerk, beginning May 20, at a rate of \$16/hour. Motion was made by Trustee S. Burchett, seconded by Trustee C. Burchett, and passed unanimously.

RESOLUTION 25-012 Consider approving the quote from AJ Signs for the amount of \$31,095 to replace the existing sign with a display with 10 mm rgb and consider moving up to \$31,000 from the Fund balance to cover this quote and authorizing the Director to sign. Motion was made by Trustee S. Burchett, seconded by Trustee Schofield, and passed unanimously.

RESOLUTION 25-013 Consider approving the quote from Malta Asphalt in its entirety for the amount of \$10,429.75 to repair the existing parking lot. Funds for this repair will be moved from the Fund balance in the amount of up to \$10,500 and we authorize the director to sign any contracts relevant to the repairs. Motion was made by Trustee S. Burchett, seconded by Trustee Morris, and passed unanimously.

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

Julia Stone from Ballston mentioned that the Director of SALS recommended that the library's policies be reviewed by legal council.

Adjournment: At 8:21 p.m., on a motion by Trustee Gordon with a second by Trustee S. Burchett, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.