

**Ballston Community Public Library
Board of Trustees Meeting Minutes
May 28, 2025**

Call to order: The meeting was called to order at 7:01 p.m. by President Melia Gordon.

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

Trustees present: [x] Candy Burchett, Margie Morris, Melia Gordon, Steve Burchett, Aidan Thomas McKenna

Trustees absent: (excused): Kate Schofield

Trustees absent: (unexcused): none

Approval of Minutes of April 30, 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 April 30, 2025 monthly meeting.

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

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

Librarians' reports: see meeting documents

Reports of Committees:

Town Liaisons: no report

Budget and Finance: The committee met twice and Trustees Ed Guider and Margie Morris went to the bank to discuss any extra funds over \$250,000. The bank informed the committee that the Library is covered for this. Trustee Margie Morris met with Tim Newell to discuss the Library's umbrella policy.

Building and Grounds: Will meet in the near future.

Election: The committee met to go over timelines and candidate biography and petition sheets.

Long Range Plan: Meeting set for May 29, 2025 to discuss next steps for gathering feedback.

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

Policy: The committee met to discuss the collections policy and to review some policies that should be Trustee bylaws.

Friends of the Library: The Friends are working on their Memorandum of Understanding. Alyssa Harvey, Head of Youth Services, will be the new liaison.

Unfinished Business:

Director Review: The personnel committee will need to meet and do Director Kristi Chadwicks annual review.

New Business:

Roof Leak: It was discovered that the Library's roof has a leak. Staff will collect two more quotes for the Trustees review.

HVAC replacement: One of the HVAC units must be replaced before winter and one will only last one more winter. Staff will collect two more quotes for the Trustees review.

Community Arts Grant Mural: This is progressing. It was decided that the mural will be above the Children's Library Door.

Director - ARSL Conference: Director Kristi Chadwick should attend the Association of Rural and Small Libraries Conference.

Trustee Resignation: Trustee Aidan Thomas McKenna cannot devote the time needed as a Board of Trustee Member and must unfortunately resign.

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

Tom Shaginaw of Town of Ballston, encourages the board to check with UHY for concurrence of transferring funds.

RESOLUTION 25-014 Consider approving Library Director Kristi Chadwick's travel request for the 2025 Association of Rural and Small Libraries Conference, September 17-20, 2025 in Albuquerque, New Mexico. Total Cost is estimated at \$1331, plus expenses. Motion was made by Trustee S. Burchett, seconded by Trustee E. Guider, and passed unanimously.

RESOLUTION 25-015 Consider approving up to 12 people to attend the SALS annual meeting on May 19th 2025 at a cost not to exceed \$360. Motion was made by Trustee Thomas McKenna, seconded by Trustee Gordon and passed unanimously.

RESOLUTION 25-016 Consider accepting the resignation of Trustee Aidan McKenna, effective May 31, 2025. Motion was made by Trustee C. Burchett, seconded by Trustee S. Burchett, and passed unanimously.

RESOLUTION 25-017 Consider transferring the balance in the Fund balance from a money market account making 2% interest to a platinum money market account that will earn considerably more based on the total value pending UHY's concurrence. Motion was made by Trustee C. Burchett, seconded by Trustee S. Burchett, and passed unanimously.

RESOLUTION 25-018 Consider transferring the balance in the Trustee Fund from a money market account making 2% interest to a platinum money market account that will earn considerably more based on the total value pending UHY's concurrence. Motion was made by Trustee S. Burchett, seconded by Trustee Thomas McKenna, and passed unanimously.

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

None

Adjournment: At 8:04 p.m., on a motion by Trustee Steve Burchett with a second by Trustee Ed Guider, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.