

**Ballston Community Public Library
Board of Trustees Meeting Minutes
June 25, 2025**

Call to order: The meeting was called to order at 7:02 p.m. by President Melia Gordon.

Attendance: [x] Kristi Chadwick, Director, Don LaPlant, Head of Adult Services.

Trustees present: [x] Candy Burchett, Margie Morris, Melia Gordon, Steve Burchett, Kate Scofield

Trustees absent: (excused): Ed Guider

Trustees absent: (unexcused): none

Approval of Minutes of May 28, 2025 meeting: On a motion by Trustee Margie Morris with a second by Trustee Kate Scofield, the trustees unanimously approved the minutes of the May 28, 2025 monthly meeting.

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

Approval of Bills: On a motion by Trustee Candy Burchett with a second by Trustee the Kate Scofield bills for May 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 and believes that it has a final budget and would like the trustee's feedback. This budget would require an override vote. The committee strongly believes that the Trustees should ask for an override vote as there are many upcoming projects that will need capital.

Building and Grounds: Met and made a priority list of projects that will need to be done in the near future.

Election: Director Kristi Chadwick updated the petition. Patti DeMarle has agreed to be the poll chairperson.

Long Range Plan: The survey is ready and will be live after July 4th. After the survey closes, forums will be held in August and September.

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

Policy: Will meet in July.

Friends of the Library: See Librarian's report.

Unfinished Business:

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

FY 2022 Construction Grant - This grant has a timeline of 6 years to complete. The library is waiting for AJ Signs to complete their work.

Parking Lot Work - The parking lot is looking great.

New Business:

HVAC quotes: The Trustees recommended using Crisafulli Brothers.

Roof Quotes: The Trustees recommended using All-Star Roofing.

Simmons Elevator Quote: The trustees recommended accepting the quote.

LDL FY 2026 Construction Grant: Library staff and the Trustees are thinking of passing on this grant for FY 2026, but will start planning in January 2026 for FY 2027.

EV Charger update: Staff have been working on this and are closer to a solution.

Saratoga Arts Contract Renewal: The Library has the contract for January 2025 - December 2026. Installations will be changed every other month.

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

none.

RESOLUTION 25-019 Consider accepting the resignation of Library Clerk Alison Felt effective June 18, 2025 Motion was made by Trustee C. Burchett, seconded by Trustee. Gordon, and passed unanimously.

RESOLUTION 25-020 Consider accepting the quote from Simmons Elevator for an oil change for the hydraulic system for \$3,720. Motion was made by Trustee S. Burchett, seconded by Trustee Scofield and passed unanimously.

RESOLUTION 25-021 Consider approving the contract for Saratoga Arts' Art in Public Space Program for the 2025/2026 calendar years and authorize the Library Director to execute the same. Motion was made by Trustee Morris, seconded by Trustee S. Burchett, and passed unanimously.

RESOLUTION 25-022 Consider accepting the quote from All Star Roofing for roof repair for the flat section of the Library roof for an amount up to \$7,000. Motion was made by Trustee S. Burchett, seconded by Trustee C. Burchett, and passed unanimously.

RESOLUTION 25-023 Consider approving the contract from Crisafulli Brothers for the replacement of two heating exchangers up on the roof in the amount of \$6,954.50. Motion was made by Trustee Morris, seconded by Trustee S. Burchett, and passed unanimously.

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

None

Executive Session to discuss personnel matters: At 8:00 p.m., on a motion by Trustee S. Burchett, with second by Trustee Gordon, trustees voted unanimously to enter Executive Session to discuss personnel matters.

At 8:25 p.m. the Executive Session ended, where no votes were taken.

Adjournment: At 8:25 p.m., on a motion by Trustee Steve Burchett with a second by Trustee M. Morris, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.