

**Ballston Community Public Library  
Board of Trustees Meeting Minutes  
August 27, 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] Melia Gordon, Candy Burchett, Kate Schofield, Ed Guider

**Trustees absent:** (excused): Margie Morris, Steve Burchett

**Trustees absent:** (unexcused): none

**Approval of Minutes of July 30, 2025 meeting:** On a motion by Trustee Ed Guider with a second by Trustee Kate Schofield, the trustees unanimously approved the minutes of the July 30, 2025 monthly meeting.

**Monthly Financial Reports:** Financial reports for August 2025 were reviewed.

**Approval of Bills:** On a motion by Trustee Candy Burchett with a second by Trustee Ed Guider bills for August 2025, as reviewed by Trustee Candy Burchett were unanimously approved.

**Librarians' reports:** see meeting documents

**Reports of Committees:**

**Budget and Finance:** no report

**Building and Grounds:** Will follow up regarding the concrete

**Election:** Petition packets are out, the ad is ready, and the voter rolls are waiting until closer to the petition due date.

**Long Range Plan:** The survey is out and Director Chadwick is extending the deadline to 9/15 as there are a lot of responses.

**Personnel:** Director Chadwick will reach out to the subcommittee

**Policy:** Will meet after the election.

**Friends of the Library:** See Librarian's report.

**Unfinished Business:**

**AFLAC presentation:** A representative from Aflac presented a supplemental insurance presentation to the board.

**Director Review:** Pending for next month.

**New Business**

**Front Sidewalk:** Please see Buildings and Grounds and the Director's report

**Budget Hearing:** Scheduled for 6:45 at the September 24th meeting.

**2026 Holiday Schedule:** There were minor changes to the Thanksgiving and Christmas holiday schedule.

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

none.

**RESOLUTION 25-030** Consider hiring Melissa Gardner as Library Clerk, effective September 8, 2025, at the rate of \$16.21/hour. Motion was made by Trustee Guider, seconded by Trustee Schofield, and passed unanimously.

**RESOLUTION 25-031** Consider approving the 2026 Holiday Schedule. Motion was made by Trustee Gordon, seconded by Trustee C. Burchett, and passed unanimously.

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

none.

**Adjournment:** At 7:50 p.m., on a motion by Trustee Kate Schofield with a second by Trustee Melia Gordon, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.