

**Ballston Community Public Library
Board of Trustees Meeting Minutes
October 29, 2025**

Call to order: The meeting was called to order at 7:02 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, Margie Morris

Trustees absent: (excused): Steve Burchett

Trustees absent: (unexcused): none

Approval of Minutes of September 24, 2025 Budget meeting: On a motion by Trustee Candy Burchett with a second by Trustee Ed Guider, the trustees unanimously approved the minutes of the September 24, 2025 budget meeting.

Approval of Minutes of September 24, 2025 meeting: On a motion by Trustee Ed Guider with a second by Trustee Margie Morris, the trustees unanimously approved the minutes of the September 24, 2025 monthly meeting.

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

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

Librarians' reports: see meeting documents

Reports of Committees:

Budget and Finance: The budget passed.

Building and Grounds: Did not meet, will meet once the committee's have reformed.

Election: No meeting

Long Range Plan: Director Chadwick will hold 2 public meetings. The staff survey is also out.

Personnel: New Adult Services Librarian will start December 1st.

Policy: Will meet in the near future. By-laws subcommittee formed.

Unfinished Business:

FY2022 Construction grant: Director Chadwick has entered all the information, once it is submitted the library should receive the last 10% of the grant.

New Business

Board Officer Nominations: The board nominated the Officers.

2026 Board Committees: The board decided on committee members.

Final 2025 Board Meeting Date Changes: Due to the upcoming Holidays, the final board meetings will be held on 11/19/25 and 12/17/25.

Friends MOU: The Friends of the Library have completed their Memorandum of Understanding.

Memo from Attorney Stephanie Adams regarding Town of Ballston's proposed Camping Law: Trustee C. Burchett read the memo at the Town Of Ballston town meeting.

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

none.

RESOLUTION 25-036 Consider accepting the Memorandum of Understanding between the Friends of the Ballston Community Public Library and the Ballston Community Public Library. President Gordon is authorized to sign on behalf of the Library. Motion was made by Trustee Schofield, seconded by Trustee Morris, and passed unanimously.

RESOLUTION 25-037 Consider hiring Courtney Carey as Librarian 2 - Head of Adult Services with a start date of December 1, 2025 and an annual salary of \$56,000. Motion was made by Trustee Guider, seconded by Trustee Schofield, and passed unanimously.

RESOLUTION 25-038 Consider accepting the resignation of Ciara Nugent as Page effective November 10, 2025. Motion was made by Trustee C. Burchett, seconded by Trustee Morris, and passed unanimously.

RESOLUTION 25-039 Name Melia Gordon as President of the Library Board of Trustees for the period of November 1, 2025 - October 31, 2026. Motion was made by Trustee C. Burchett, seconded by Trustee Morris, and passed unanimously.

RESOLUTION 25-040 Name Christine Goss as Vice-President of the Library Board of Trustees for the period of November 1, 2025 - October 31, 2026. Motion was made by Trustee Guider, seconded by Trustee Morris, and passed unanimously.

RESOLUTION 25-041 Name Candy Burchett as Secretary of the Library Board of Trustees for the period of November 1, 2025 - October 31, 2026. Motion was made by Trustee Morris, seconded by Trustee Guider, and passed unanimously.

RESOLUTION 25-042 Name Margie Morris as Treasurer of the Library Board of Trustees for the period of November 1, 2025 - October 31, 2026. Motion was made by Trustee Guider, seconded by Trustee Schofield, and passed unanimously.

RESOLUTION 25-043 Consider approving the slate of committees as presented. Motion was made by Trustee C. Burchett, seconded by Trustee Guider, and passed unanimously.

RESOLUTION 25-044 Add Christine Goss as a signer on the following Ballston Community Public Library bank accounts ending in -1567, -1164, -1596, and -1643. Motion was made by Trustee Morris, seconded by Trustee Schofield, and passed unanimously.

RESOLUTION 25-045 Remove Stephen Burchett as a signer on the following Ballston Community Public Library bank accounts ending in -1567, -1164, -1596, and -1643. Motion was made by Trustee Morris, seconded by Trustee Guider, and passed unanimously.

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

President Melia Gordon thanked Kate Schofield for her service.

Adjournment: At 7:50 p.m., on a motion by Trustee Margie Morris with a second by Trustee C. Burchett, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.