

**Ballston Community Public Library  
Board of Trustees Meeting Minutes  
December 17, 2025**

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

**Attendance:** [x] Kristi Chadwick, Director [x] Courtney Carey, Head of Adult Services

**Trustees present:** [x] Melia Gordon, Candy Burchett, Ed Guider, Margie Morris, Christine Goss, Honey Hollen

**Trustees absent:** (excused):

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

**Approval of Minutes of November 19, 2025 meeting:** On a motion by Trustee Margie Morris with a second by Trustee Christine Goss, the trustees unanimously approved the minutes of the November 19, 2025 monthly meeting.

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

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

**Librarians' reports:** see meeting documents

**Reports of Committees:**

**Budget and Finance:** Did not meet.

**Building and Grounds:** Did not meet.

**Election:** Did not meet.

**Long Range Plan:** Please see below.

**Personnel:** Nothing to report

**Policy:** Did not meet.

**Unfinished Business:**

**BSNB accounts:** Trustees Gordon and Morris along with Library staff finalized opening an interest bearing money market account.

**Trustee Training 2025:** A reminder to Trustees that they must have 2 hours of training before 12/31/25.

**Insurance Presentation:** Tim Newell presented to the Board insurance options for 2026.

**New Business**

**2026-2030 Strategic Plan Presentation** - Director Chadwick presented the 2026-2030 Strategic Plan to the board.

**Trustee Self-Assessments** - Trustee Melia Gordon went over the Trustee's self-assessments.

**Library Advocacy Day** - Director Kristi Chadwick would like to attend both the Library Advocacy Day and Preadvocacy meetup. The cost of an overnight stay would be approximately \$225.

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

None.

**RESOLUTION 25-060** Motion to approve the 2026 - 2030 Long Range Plan. Motion was made by Trustee Morris, seconded by Trustee Gordon, and passed unanimously.

**RESOLUTION 25-061** Consider closing the Library at 12:00 p.m. on February 11, 2026 for a staff development day. Motion was made by Trustee Guider seconded by Trustee Burchett, and passed unanimously.

**RESOLUTION 25-062** Consider increasing the Umbrella policy from \$1 million to \$2 million per the recommendations of the Trustee handled discussions. Motion was made by Trustee Goss, seconded by Trustee Morris, and passed unanimously.

**RESOLUTION 25-063** Consider switching the Cyber Security Policy carrier from Utica to Cowbell Insurance. Motion was made by Trustee Burchett, seconded by Trustee Goss, and passed unanimously.

**RESOLUTION 25-064** Consider approving a budget of up to \$225 for the Director Kristi Chadwick to attend the NYLA Advocacy Prep Day and Advocacy Day at the State Capital on February 2 -3, 2026. Motion was made by Trustee Morris, seconded by Trustee Guider, and passed unanimously.

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

None

**Adjournment:** At 8:07 p.m., on a motion by Trustee Candy Burchett with a second by Trustee Christine Goss, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.