

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.