

**Ballston Community Public Library
Board of Trustees Meeting Minutes
January 28, 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] Alyssa Harvey, Head of Youth Services

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

Trustees absent: (excused):

Trustees absent: (unexcused): none

Approval of Minutes of December 17, 2025 meeting: On a motion by Trustee Ed Guider with a second by Trustee Christine Goss, the trustees unanimously approved the minutes of the December 17, 2025 monthly meeting.

Monthly Financial Reports: Financial reports for January 2026 were reviewed.

Approval of Bills: On a motion by Trustee Candy Burchett with a second by Trustee Honey Hollen bills for January 2026, as reviewed by Trustee Candy Burchett were unanimously approved.

Librarians' reports: see meeting documents

Reports of Committees:

Budget and Finance: Trustee Margie Morris spoke with Tim Newell regarding increasing the cyber security insurance. This would require an increase of the unallocated insurance budget.

Building and Grounds: Did not meet.

Election: Did not meet.

Long Range Plan: Please see below.

Personnel: Did not meet.

Policy: Did not meet.

Unfinished Business:

New Trustee committees: Trustee Honey Hollen will be serving on the Election, Buildings and Grounds, and Policy committees. Trustee Ben Thackston will be serving on the Long Range Plan, Personnel, and Budget and Finance committees.

New Business

Town of Charlton 2026 Contract - The Town of Charlton gave the library a 2% increase, which will need to be reflected in the budget..

Conflict of Interest Attestations - Director Chadwick had Conflict of Interest Attestations for the Trustees to read over and sign.

Library 2026 Action Plan - Director Chadwick presented the Draft 2026 Action Plan.

Library Building 25th Anniversary - It is the library building's 25th anniversary. The board is interested in hosting a celebratory event.

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

None.

RESOLUTION 26-001 Motion to approve the Town of Charlton 2026 contract and authorize the board president to execute the same. Motion was made by Trustee Guider seconded by Trustee Morris , and passed unanimously.

RESOLUTION 26-002 Consider approving a supplemental appropriation increase to the Unallocated Insurance by \$2,131.00 and increase Budget Fund Balance draw by \$2,131.00 to account for the increase in insurance costs. Motion was made by Trustee Guider seconded by Trustee Morris, and passed unanimously.

RESOLUTION 26-003 Consider accepting the resignation of Jenna Wickham as Library Assistant - Youth Services effective January 20, 2026.. Motion was made by Trustee Burchett, seconded by Trustee Goss, and passed unanimously.

RESOLUTION 26-004 Consider appointing Ben Thackston to the vacant Trustee position effective January 28, 2026 through 10/31/2026. Motion was made by Trustee Gordon, seconded by Trustee Burchett, and passed unanimously.

RESOLUTION 26-005 Consider appointing Ben Thackston to the Budget and Finance, Long Range Plan, and Personnel Committees. Motion was made by Trustee Guider seconded by Trustee Goss, and passed unanimously.

RESOLUTION 26-006 Consider appointing Honey Hollen to the Election, Building and Grounds, and Policy Committees. Motion was made by Trustee Goss seconded by Trustee Burchett, and passed unanimously.

RESOLUTION 26-007 Motion to approve the 2026 Long Range Action Plan. Motion was made by Trustee Guider seconded by Trustee Burchett, and passed unanimously.

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

None

Adjournment: At 8:10 p.m., on a motion by Trustee Candy Burchett with a second by Trustee Ben Thackston, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.