

**Ballston Community Public Library
Board of Trustees Meeting Agenda
February 25, 2026 7:00 PM**

Zoom Link: <https://us02web.zoom.us/j/83978434589>

- 1) Call to order
- 2) Minutes of January 28, 2026 Meeting
- 3) Monthly Financial Reports
- 4) Approval of Bills
- 5) Librarians' Reports
- 6) Committees' Reports
 - a) Building & Grounds
 - b) Budget & Finance
 - c) Election
 - d) Long Range Plan
 - e) Personnel
 - f) Policy
- 7) Unfinished Business
 - a) Library Building 25th Anniversary
- 8) New Business

*Privilege of the floor ONLY on items for consideration and action this evening. (limit 3 mins.)
Please state your name, town you reside in, and the resolution number
you are referring to when speaking.*

RESOLUTION 26-008 Approve the hiring of Sarah McErlean as Page for \$16.00/hour beginning February 17, 2026.

*Privilege of the floor on any topic. Please state your name, and town you reside in.
(Limit 3 mins.)*

9) Adjourn

February Voucher Signer: Christine Goss

Charlton Town Board Meeting: Monday, March 9, 2026 at 7:00 PM

Ballston Town Board Meeting: Tuesday, March 10, 2026 at 6:30 PM

Library Board of Trustees: March 25, 2026 at 7:00 PM

March Voucher Signer: Margie Morris

**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.

Ballston Community Public Library Director's Report

February 2026

Circulation Statistics

January 2026

Circulation Statistics	Current Month	2026 Total	2025 Total
Items Added to Collection	185	185	3,624
Number of Physical Items Circulated	7492	7492	99,857
Overdrive/Libby Circulation	1683	1683	16,533
Hoopla Circulation	788	788	9,412
New Patron Registrations	31	31	502
Patrons in the Building	3522	3522	47,171

Programs & Events

January 2026

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2026 Total	Participants 2026 Total	Number Offered 2025 Total	Participants 2025 Total
Preschool	14	342	14	342	161	4,536
Elementary	5	57	5	57	57	564
Teen	3	16	3	16	33	175
Adult	3	18	3	18	91	636
Family	6	84	6	84	70	2,686
Outreach	5	49	5	49	53	2,263
TOTALS	36	566	36	566	465	10,860

Youth Services:

In February we provided 14 story times, 3 book clubs, 1 Kid's Craft, 4 Read to Beaker the therapy dog sessions, 1 Tween Craft, 1 Lego STEM Challenge, 1 Story Crafters Program, a Family Bingo Night, and a Dinosaur sticker poster activity in the Children's Room that ran all month. The BHBL SE students volunteered 3 times this month and helped retrieve items to fulfill library holds. Youth Services has finished all of the spring program planning. Alyssa has finished most of the Youth Summer Reading program planning. Almost all of the summer performers have been schedule and booked, the Kickoff party is mostly planned, all of the local school visits have been scheduled, and local parks have been contacted to schedule story times and story walks.

Adult Services:

See Adult Services report

Director:

On 2/11 we held our Staff lunch and training afternoon. We reviewed administrative updates: new Board members, new staff members, and policy changes, reviewed the new strategic plan, and the Saratoga County Board of Health came to do Narcan training.

The State Comptroller Annual Financial Report was completed and submitted on February 10. SALS has informed us that the Annual Report for Public Libraries will be due on April 1, and that the report will now be handled by Counting Opinions. The former software for the reports was owned by Baker and Taylor, which went out of business at the end of 2025.

We received our \$30,000 check from SALS for the bullet aid from Assemblywoman Walsh. I sent out a press release and later spoke to a reporter from the Schenectady Gazette. The article was online and the newspaper and a copy is included in the packet.

This year for the Annual Harassment Training we will be using the free video and documentation available on the New York state website.

[Staff & Friends of the Library](#)**Staff:**

Library Clerk Elizabeth Lafergola will be returning to work beginning March 30.

Alyssa hired Sarah McErlean as the new Library Page. Her first day was February 17. We have received many applications for the Youth Services Assistant position. Alyssa has started scheduling March interviews for this position and applications can still be handed in until February 28.

Friends of the Library:

See Adult services report

[Facility](#)

We have had our annual inspections completed by both Alarm & Suppression and Simmons Elevator.

Technology

January 2026

Technology Statistics	Current Month	2026 Total	2025 Total
Public Computer Sessions	139	139	1,508
WiFi Sessions (unique users)	330	330	4,030

Meetings & Professional Development

Kristi – NYLA Pre-Advocacy Day training (2/2); NY Library Advocacy Day (2/3); BH-BL BPA meeting (2/4); Booklist Adult Spring Faves webinar (2/5); Town of Ballston meeting (2/10); Staff Development Day (2/11); SALS Annual Report meeting (2/13).

Alyssa - Friends Meeting (2/3), New York State Summer Reading Webinar (2/9), Staff Meeting (2/11)

Jane - Staff Meeting (2/11)

Mary Jane - Staff Meeting (2/11)

Courtney - Common Cents: Creating a Robust Programming Schedule on a Shoestring Budget (2/5); Staff Meeting (2/11)

Carol – Staff Meeting (2/11)

Mel - Staff Meeting (2/11)

Melissa - Staff Meeting (2/11)

Cindy - Staff Meeting (2/11)

Hannah - Staff Meeting (2/11)

Susan - Staff Meeting (2/11)

Deb - Staff Meeting (2/11)

Kelly - Staff Meeting (2/11)

Respectfully,
Kristi Chadwick
Library Director

Head of Adult Services Report to the Board for February 2026

Community Outreach and Partnerships

In February, I met with Kelly Jasinski of the Town of Ballston Green Committee to explore collaborative programming. We discussed hosting an invasive species trivia night to educate the community and a disaster preparedness program with the NY Army and Air National Guard, possibly including free emergency kits.

To strengthen our partnership, the Green Committee asked us to share a community survey on climate change, sustainability, and resilience, which appeared in the February 20 e-newsletter. I will follow up with Kelly on February 26 to discuss these opportunities further.

On February 9, I attended the Town of Charlton board meeting to secure approval to use Elmer Smith Park for our summer kickoff program. The application was approved.

Programs and Events

The Nutrition Workshop series was cancelled due to low registration. The March 18 Diabetes Workshop is expected to generate more interest, and we will promote it on the outdoor sign.

The Cookie Decorating program with Julie was very successful, with strong attendance and positive engagement. I plan to invite her back in late summer or fall.

March programs include: Chapter Chat Book Club (3/12), a film screening by local filmmaker Rick Reynolds (3/10), the Memoir Writing Workshop (beginning 3/26), and the Pysanky egg decorating workshop (3/26).

Staff-Led Initiatives

Cindy Carter's two-week Crocheting Workshop began February 19 and was very successful. We hope to offer another series later this year.

Melissa Gardner continues preparing for the Seed Library launch in March. The card catalog has been moved to the main floor, and we are still collecting seed donations.

Melissa's Seed Starting Essentials workshop will be held March 5 as part of the Garden Workshop Series. Registration is required; four seats remain available.

Friends of the Library

The Friends of the BCPL held their annual Mini Golf Event on February 20 and 21. Due to poor weather on Friday, February 20, attendance was lower than anticipated and the after-hours Scouts tournament was canceled. Scouts were invited to participate during regular library hours instead.

Attendance and participation improved on Saturday, and the event was a success. We extend our sincere thanks to all volunteers who assisted with setting up and breaking down the mini golf course, with special recognition to the robotics team for their outstanding help and support.

https://www.dailygazette.com/news/local/ballston-community-public-library-receives-30k-grant/article_e421e6b0-6acb-45b8-a2e0-4f5604bf80c9.html

FEATURED

Ballston Community Public Library receives 30k grant

By Melanie Snyder
Feb 17, 2026



Metro photo

Facebook, Close, X, WhatsApp, Email, Print, Copy, Bookmark

BURNT HILLS — The Ballston Community Public Library has been awarded \$30,000 in New York state Bullet Aid to support new initiatives and services — not just books.

“We have hopeful projects on our plate. This will go a long way into seeing those into fruition,” said Library Director Kristi Chadwick.

The library recently finished its strategic plan, a 5-year-long-range plan, which the aid will go toward implementing.

Specifically, the plan includes developing and expanding what some libraries call a “library of things” at the Ballston Community Public Library, according to Chadwick.

A “library of things,” is a collection of nontraditional circulating materials like tools, technology and instruments.

“It’s a popular theme in libraries to provide specialized tools,” Chadwick said. “We’re building collections to ensure we are providing for what our community needs and what they’re looking for.”

In particular, the library is launching a new seed library in March, featuring a series of workshops which will cover a wide range of gardening processes, starting with planting seeds. The library will include items like gardening tools and technology for seed light and moisture.

The seed library will be a small set-up on our first floor. A repurposed card catalog will display the collection.

In a recent survey, patrons expressed interest in new, different things to check out, such as more outdoor games.

Along with Bullet Aid, the library receives donations from Ballston's Friends of the Library.

Friends of the Library is hosting its annual mini-golf fundraiser with a nine-hole setup inside the library this weekend Feb. 20 and 21.

Bullet Aid is state funding focused on schools and libraries.

Assemblywoman Mary Beth Walsh, R, C-Ballston, contacted the library in Burnt Hills last year about applying for the aid, according to Chadwick. Chadwick has been the library's director since May 2024.

The Ballston Community Public Library also received Bullet Aid sponsored by Assemblywoman Walsh in 2019. The funds went primarily toward the construction of the library's local history room.

Saratoga County reporter Melanie Snyder can be reached at msnyder@dailygazette.net.

Melanie Snyder

Saratoga County reporter



Report to the Community 2025

47,171
Visitors



99,857
Items
Borrowed

up 7.6%
from 2024



16,533
Libby Items
Downloaded



9,412
Hoopla Items
Downloaded

up 17.6%
from 2024

Total Card
Holders
5580



502
new patrons



Programs
465 Programs
10,860 Attendees

43,558
Items in the
Collection

