

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

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

- 1) Call to order
- 2) Minutes of February 25, 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 25<sup>th</sup> Anniversary
  - b) Harassment Training reminder
- 8) New Business
  - a) Peace and Quiet Room – Bring on the Spectrum
  - b) Audit request
  - c) Director request to attend NYLA Spring on the Hill

*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 26-010** Approve moving forward with the renovation of the 1<sup>st</sup> floor closet into a Peace & Quiet Room. Painting will be paid for and completed by the Library, with furnishings and other items provided by Bring on the Spectrum.

**RESOLUTION 26-011** Approve Library Director Kristi Chadwick to attend the NYLA Spring on the Hill on Tuesday, May 19, 2026, at a cost of \$165 for registration, plus mileage and parking.

**RESOLUTION 26-012** Approve Bookkeeper Marta Dauphinee's request to have an audit of the books performed by a licensed firm.

**RESOLUTION 26-013** Approve the hiring of Carline Brodmerkel as Library Assistant – Youth Services starting April 25, 2026 at a rate of \$17.25/hr.

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

**9) Adjourn**

March Voucher Signer: Margie Morris

Charlton Town Board Meeting: Monday, April 13, 2026 at 7:00 PM

Ballston Town Board Meeting: Tuesday, April 14, 2026 at 6:30 PM

Library Board of Trustees: April 29, 2026 at 7:00 PM

April Voucher Signer: Christine Goss

**Ballston Community Public Library  
Board of Trustees Meeting Minutes  
February 25, 2026**

**Call to order:** The meeting was called to order at 7:00 p.m. by President Melia Gordon.

**Attendance:** [x] Kristi Chadwick, Director

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

**Trustees absent:** (excused): Honey Hollen

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

**Approval of Minutes of January 28, 2026 meeting:** On a motion by Trustee Ed Guider with a second by Trustee Ben Thackston, the trustees unanimously approved the minutes of the January 28, 2026 monthly meeting.

**Monthly Financial Reports:** Financial reports for February 2026 were reviewed.

**Approval of Bills:** On a motion by Trustee Candy Burchett with a second by Trustee Margie Morris bills for February 2026, as reviewed by Trustee Margie Morris were unanimously approved.

**Librarians' reports:** see meeting documents

**Reports of Committees:**

**Building and Grounds:** Did not meet, but will meet soon to discuss the 2026 construction grant. Possibly to renovate the vestibule.

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

**Election:** Did not meet.

**Long Range Plan:** Did not meet.

**Personnel:** Did not meet.

**Policy:** Did not meet.

**Unfinished Business:**

**Library Building 25th Anniversary:** Director Chadwick is still looking into the exact date. This will probably need a subcommittee.

**New Business**

**Board Culture:** The Board of Trustees are looking to have a board retreat. They will meet before the March 2026 meeting to discuss the Board's strengths.

**Library Website:** The Board will look at the website and discuss any changes to be made.

**Email from Austin Jesco:** Pioneer Bank reached out to discuss if there are any banking options at Pioneer Bank that would benefit the Library.

**BSNB Email:** There is a new collateral agreement and the board discussed who would need to sign that agreement.

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

None.

**RESOLUTION 26-008** Motion to approve the hiring of Sarah McErlean as Page for \$16.00/hour beginning February 17, 2026. Motion was made by Trustee Morris, seconded by Trustee Goss , and passed unanimously.

**RESOLUTION 26-009** Consider approving the 2025 Report to the Community. Motion was made by Trustee Burchett, seconded by Trustee Morris, and passed unanimously.

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

*None*

**Adjournment:** At 7:43 p.m., on a motion by Trustee Ed Guider 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

March 2026

### Circulation Statistics

#### February 2026

Circulation Statistics	Current Month	2026 Total	2025 Total
Items Added to Collection	340	525	3,624
Number of Physical Items Circulated	6629	14,121	99,857
Overdrive/Libby Circulation	1496	3179	16,533
Hoopla Circulation	736	1524	9,412
New Patron Registrations	27	58	502
Patrons in the Building	3730	7252	47,171

### Programs & Events

#### February 2026

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2026 Total	Participants 2026 Total	Number Offered 2025 Total	Participants 2025 Total
Preschool	13	408	27	750	161	4,536
Elementary	6	48	11	105	57	564
Teen	1	10	4	26	33	175
Adult	6	47	9	65	91	636
Family	5	102	11	186	70	2,686
Outreach	3	11	8	60	53	2,263
<b>TOTALS</b>	<b>34</b>	<b>626</b>	<b>70</b>	<b>566</b>	<b>465</b>	<b>10,860</b>

#### Youth Services:

In March we had 17 story times, 3 book clubs, 1 Kid's Craft, 2 Read to Beaker the therapy dog sessions, 1 Tween Craft, 1 Lego STEM Challenge, 1 Story Crafters Program, 1 Teen Craft, a Saturday Pokémon Party and a Guess the Character Contest in the Children's Room. The BHBL SE students volunteered 2 times this month and helped retrieve items to fulfill library holds. Youth Services has finished all spring and summer program planning. Alyssa has finished planning most of the Summer Reading Program and prep has begun for the beginning of the program in June. Alyssa scheduled 4 field trips with Mayfair Nursery School and each class visited the library and had a tour and short story time. On March 31 the library will host the Pashley PARP wrap up party and run a special Bingo scavenger hunt for the attending students.

**Adult Services:**

See separate report.

**Director:**

We are still waiting for confirmation of the opening of the Annual Report for Public and Association Libraries.

On Tuesday, May 19 NYLA Spring on the Hill will once again be held in Albany. This is a full day of advocacy programming for New York libraries. The cost would be \$165 registration (NYLA member), plus mileage and possibly parking costs. I am look to attend this year.

Our bookkeeper Marta is requesting an audit of the books. We have not had one done since 2022. I have sent a message to UHY to inquire about costs.

**Staff & Friends of the Library****Staff:**

We received 18 applications for the Youth Services Library Assistant position. Alyssa scheduled 2 weeks of interviews and the position was offered to Carline Brodmerkel on March 18.

**Friends of the Library:**

See Adult Services report.

**Facility**

I met with Gwen and Lisa regarding the proposed Peace & Quiet Room. The proposal is part of a further discussion.

After attending the NYS Construction Grant webinar, I met with Building & grounds to discuss next steps.

**Technology****February 2026**

<b>Technology Statistics</b>	<b>Current Month</b>	<b>2026 Total</b>	<b>2025 Total</b>
<b>Public Computer Sessions</b>	129	268	1,508
<b>WiFi Sessions (unique users)</b>	323	653	4,030

**Meetings & Professional Development**

Kristi – SALS Directors’ Council (3/3), Library Construction webinar (3/3), Meeting with Bring on the Spectrum (3/5); Town of Charlton meeting (3/9), Directors Handbook webinar (3/13), Readers’ Advisory webinar (3/18), CDLC CDS Committee Meeting (3/19), Building & Grounds Committee meeting (3/20), Harassment training.

Alyssa - CSLP (3/2), Friends Meeting (3/3), Little Troy Park Summer Planning Meeting (3/5), CSLP (3/6), SEBCO (3/11), Penworthy (3/13), CSLP (3/24), Harassment Training

Jane - Harassment Training

Ellie - Harassment Training

Keira - Harassment Training  
Rosemary - Harassment Training  
Sarah - Harassment Training, Security Policy, KnowB4 Training  
Courtney - Harassment Training  
Tricia – Harassment Training  
Erin – Harassment Training  
Carol - Harassment Training  
Mel - Harassment Training  
Cindy - Harassment Training  
Hannah - Harassment Training  
Susan - Harassment Training  
Melissa - Harassment Training  
Kelly - Harassment Training  
Melia - Harassment Training  
Candy - Harassment Training

Respectfully,  
Kristi Chadwick  
Library Director

## Head of Adult Services Report to the Board for March 2026

### Community Outreach and Partnerships

On March 17, I attended the Town of Ballston Green Committee meeting to discuss potential collaboration on future programming. We explored ideas including an educational talk, an invasive species trivia night, and a disaster preparedness program in partnership with the NY Army and Air National Guard, possibly including free emergency kits. While these were all well received as strong starting points, dates for the programs have not yet been determined. I also shared the Green Committee's survey in our e-newsletter.

### Programs and Events

Rick Reynolds held his film screening on March 10, which was very well received, with 33 people in attendance. The Chapter Chat Book Club also returned to the library this month, meeting on March 12, it was wonderful to have this group back! This month's Nutrition Workshop took place on March 18 and focused on diabetes; it generated strong interest and engagement.

This coming Thursday, March 26, the first session of a six-week Memoir Writing Workshop will begin (there are still spots available for anyone interested). We will also be hosting a Pysanky egg decorating workshop that evening.

### Staff-Led Initiatives

Susan Slovic and Cindy Carter are collaborating on a Libby cheat sheet to help staff troubleshoot patron questions, and Susan is also updating a Libby brochure for patron use.

Melissa Gardner has completed setup of the Seed Library, and her first gardening workshop was a success. Her next workshop, scheduled for April 9, will focus on starting seeds. Registration is available online.

### Professional Development

This month, I attended two webinars: *Should I Stay or Should I Go?*, which focused on evaluating when to continue or discontinue a program or collection, and *Neuro-Inclusive Libraries: Rethinking Access, Engagement, and Belonging*.

### Friends of the Library

The Friends of the BCPL met via Zoom this month due to poor weather. The meeting focused on preparations for the upcoming book sale, parade float design (this year's theme is dinosaurs), and brainstorming new fundraising opportunities. Meredith, co-president, is interested in creating a flyer to help increase volunteerism. I will be meeting with her to discuss fundraising ideas and assist with creating a flyer for distribution at events.

First....



From  Bring on the  
**SPECTRUM**

&



**Let's Grow**  
*Occupational Therapy*  
Gwen Rudnick, OTR/L.  
SIPT Certified

Feel free to jump in, ask  
questions whenever you want!!



# Every participating library receives:



**Fidget Bags**

and  
and



**Amelia's Adventures**  
(written by a local author)



# Each Fidget Bag contains:

**Silicone  
Scrubber**



**Marble  
Mesh**



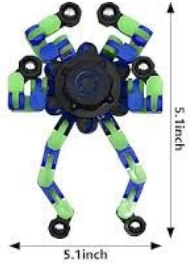
**Push Pop  
Ball**



**Worry  
Stone**



**Chain  
Robot**



**Note: Colors Vary For  
Each Item**



**Gyro  
Spinner**



**Squishy  
Maze**



**Push Pop  
Spinner**



# Fidget Bags for your Teen Room

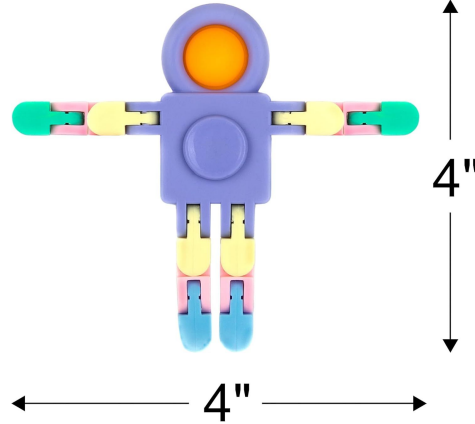
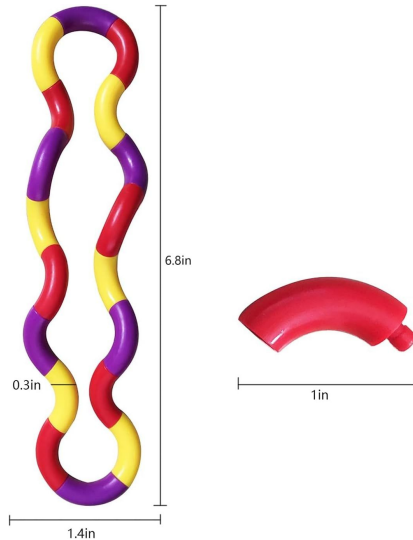


# Each Teen Fidget Bag contains:



Push Pop Square

Tangle Puzzle



Push Pop Spinning Robot

Ball Manipulative



**Note: Colors Vary For Each Item**



*Based on our visit....  
here are our recommendations*

## Three pairs of Noise-Reducing Headphones:

- Offer if someone complains of noise or covers their ears
- Offer if someone is creating excessive noise
- Adjustable to fit almost everyone
- Relatively easy to clean
- Conveniently folds for storage



# 9 Floor Tiles



- Can be placed anywhere on the floor within the library
- Fun to rearrange
- Easily moved to guide someone to where you want them to go
- Durable
- Easily wiped clean

# 5 Tactile Wall Mats - Colors and textures will vary



- Each mat is 8" wide and 10" long
- Portable but suggested to store in Peace & Quiet space
- Can hang on walls or placed in a bin
- Can feel with fingers or rub against arms or legs

# 1 Core Disk Cushion



- Mildly weighted
- Can be used on floor or chair
- Can be sat upon or placed on a lap or on outstretched legs
- Encourage someone to carry it from place to place
- Easy to wipe clean

# 1 Wiggle Wedge Cushion



- **Allows rocking/wiggling while remaining seated in one spot**
- **Can be used on floor or chair**
- **Typically, the handle is placed near knees but it can be near spine if preferred**
- **Encourage trying both the smooth and bumpy sides**
- **Easy to wipe clean**

# 1 Sit & Twist Cushion



- Allows turning side to side
- Can be used on floor or chair
- Blocks full spinning so no risk of kicking others or hitting the back of a chair
- Easy to wipe clean

# 1 Howda Hug Chair



- Easily use on the floor
- Can use on a chair with arms, and ensure that the Howda Hug fits completely on the chair's seat
- Allows person to rock if desired
- Adjusts if necessary (not anticipated to be done often)

# Big Joe Vibe Bean Bag Massage Chair or



- Place in Peace & Quiet space as outlet placement allows
- Use on the floor only
- Vibrates with 2 speeds
- 28" high x 31" wide x 29" deep
- Easily wiped clean

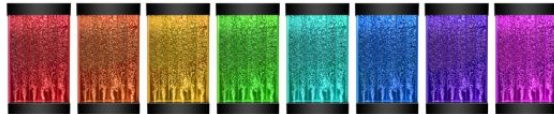
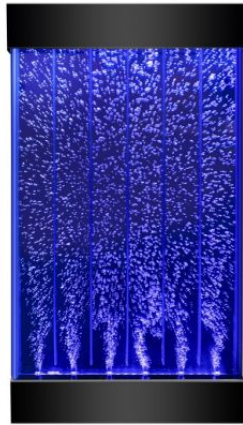


# 1 Crash Pad

- Portable but store in the Peace & Quiet Space
- 3 feet x 4 feet
- Filled with soft, foam blocks
- Soft, vinyl, water-resistant cover that is easily wiped clean with disinfectant
- Side air vents release air to reduce impact force
- Zipper-enclosed cover with webbing on closure site



# 1 Bubble Wall



- Affixes to wall like a picture frame
- Wireless Remote for colors, patterns, and dimness
- 3' high x 20" wide by 5" deep
- Wipe down with a damp, soft towel to clean.
- Requires filling with distilled water. Top off water every 2 weeks. Remove from wall and drain/refill every 9-12 months.

# 1 Mega Mazer



- Affixes to wall - recommended in Peace & Quiet space
- 30" high x 31" wide by 4" deep
- Disks move behind safety glass acrylic
- Easy to wipe clean

# 1 Spinning Pinwheel Wall



- Affixes to wall - recommended in Peace & Quiet space
- 12" high x 12" wide by 1" deep
- Interconnected gears
- Easy to wipe clean

# 1 Color Mix Wheel



- Affixes to wall - recommended in small nook by pole outside of kids' room
- 12" high x 12" wide by 1" deep
- Colors overlap when spun
- Easy to wipe clean

# 1 Rubber Ball Wheel



- Affixes to wall - recommended in Teen Space
- 17" high x 16" wide by 2" deep
- Rubber balls bounce when spun
- Easy to wipe clean



Again, Thank You!!



**Let's Grow**  
*Occupational Therapy*

Gwen Rudnick, OTR/L,  
SIPT Certified

# Next Steps

- Approval on recommendations
- Timeline for delivery
- Additional Resources
  - “How to” videos for seating
  - Storytime Guide
  - Language