

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

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

Attendance: [x] Courtney Carey, Head of Adult Services, Alyssa Harvey, Head of Youth Services

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

Trustees absent: (excused): none

Trustees absent: (unexcused): none

Approval of Minutes of February 25, 2026 meeting: On a motion by Trustee Margie Morris with a second by Trustee Ben Thackston, the trustees unanimously approved the minutes of the February 25, 2026 monthly meeting.

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

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

Librarians' reports: see meeting documents

Reports of Committees:

Building and Grounds: Met to discuss the 2026 construction grant. The committee decided that renovating the vestibule would be the highest priority for the grant.

Budget and Finance: Did not meet.

Election: Discussed the Trustees that would need to run for election in October.

Long Range Plan: Did not meet.

Personnel: Did not meet.

Policy: Director Chadwick is working on one of the policies.

Bylaws Adhoc: The subcommittee worked on the bylaws and presented the Board with the changes they've proposed.

Unfinished Business:

Library Building 25th Anniversary: The current building opened on 9/15/2001 so the Trustees would like to aim for September for an event. The Board will also like to have community participation for the Adhoc subcommittee as well as possibly at the event.

Harassment Training Reminder: The Trustees were reminded to attend an annual Harassment training if they hadn't already.

New Business

Peace and Quiet Room - Bring on the Spectrum: The Trustees reviewed the elements that Bring on the Spectrum will bring into the Library's new Peace and Quiet Room,

Audit Request: Marta Dauphinee is asking for a professional audit of the Library's books. Director Chadwick will ask UHY for recommendations.

Director Request to attend NYLA's Spring on the Hill: Director Chadwick would like to attend this advocacy conference.

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

None.

RESOLUTION 26-010 Approve moving forward with the renovation of the first floor closet into a Peace and Quiet Room. Painting will be for and completed by the Library, with furnishing and other items provided by Bring on the Spectrum. Motion was made by Trustee Burchett, seconded by Trustee Hollen, and passed unanimously.

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. Motion was made by Trustee Guider seconded by Trustee Gordon, and passed unanimously.

RESOLUTION 26-012 Approve Bookkeeper Marta Dauphinee's request to have an audit of the books performed by a licensed firm. Motion was made by Trustee Morris seconded by Trustee Goss, and passed unanimously.

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. Motion was made by Trustee Burchett, seconded by Trustee Guider, and passed unanimously.

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

Melia Gordon mentioned the Trustee Retreat where the Trustees discussed what brought them to the Library. No Library business was discussed at the retreat.

Adjournment: At 7:42 p.m., on a motion by Trustee Ed Thackston with a second by Trustee Candy Burchett, the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.