

**Ballston Community Public Library
Board of Trustees Meeting Agenda
August 26, 2026 7:00 PM
DRAFT**

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

- 1) Call to order
- 2) Minutes of July 29, 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
 - i) Bylaws Subcommittee
 - g) Anniversary
- 7) Unfinished Business
- 8) New Business
 - a) Clune Electric – LED lighting
 - b) ChargePoint Contract – network service
 - c) 2027 Holiday Schedule

*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 26-031 Consider approving the resignation of Library Director Kristi Chadwick effective September 2, 2026.

RESOLUTION 26-032 Consider approving the appointment of Head of Adult Services Courtney Carey as Interim Director effective September 3, 2026, with a salary adjustment to \$79,000 for the duration.

RESOLUTION 26-033 Consider removing Kristi Chadwick as signer from Pioneer Bank accounts ending –0108, -0116, -0124, -0132, and -0140.

RESOLUTION 26-034 Consider adding Courtney Carey as signer to Pioneer Bank accounts ending –0108, -0116, -0124, -0132, and -0140.

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RESOLUTION 26-035 Consider approving the quote from Clune Electric for \$9,500.00 to replace all remaining fluorescent lighting with LED in the library.

RESOLUTION 26-036 Consider approving the contract from ChargePoint for \$11,889 to activate one EV station on their network and maintenance on both EV stations for five years, through 09/28/2031.

RESOLUTION 26-037 Consider approving the 2027 Holiday Schedule as presented.

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

9) Adjourn

August Voucher Signer: Melia Gordon

Charlton Town Board Meeting: Monday, Sep 14, 2026 at 7:00 PM

Ballston Town Board Meeting: Tuesday, Sep 8, 2026 at 6:30 PM

Library Board of Trustees: September 30, 2026 at 7:00 PM

September Voucher Signer: Candy Burchett

**Ballston Community Public Library
Board of Trustees Meeting Minutes
July 29, 2026**

Call to order: The meeting was called to order at 7:01 p.m. by Vice President Christine Goss.

Attendance: [x] Kristi Chadwick, Library Director.

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

Trustees absent: (excused): Melia Gordon

Trustees absent: (unexcused): none

Approval of Minutes of June 24, 2026 meeting: On a motion by Trustee Margie Morris with a second by Trustee Ed Guider, the trustees unanimously approved the minutes of the June 24, 2026 monthly meeting.

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

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

Librarians' reports: see meeting documents

Reports of Committees:

Building and Grounds: Did not meet

Budget and Finance: Please see 2027 Draft Budget

Election: Will meet soon to make sure everything is on track for the upcoming election

Long Range Plan: Did not meet

Personnel: Will need to meet to get the Director performance evaluation started

Policy: The Library's Confidentiality of Patron Records policy was reviewed.

Bylaws: Will need to meet again to discuss the Financial Officer portion of the bylaws.

Anniversary: Trustee Margie Morris met with Rick Reynolds. He will be preparing a speech and Margie Morris will be preparing a timeline for the library.

Unfinished Business:

Eagle Project - Chloe Knight: Scout Knight provided a drawing and consulted with a landscape architect for her project.

New Business

Septic Quotes - Three quotes were provided for septic services. The Trustees decided to go with Odorless Sanitary Cleaners.

Museum Passes - Fines - Popular Museum passes are being returned late impacting the Library's ability to provide to all members. Implementation of fines for museum passes was discussed.

2027 Draft Budget - The 2027 Draft Budget was discussed. Included in the budget was a 4.2 % increase in salaries and a 4.9% tax levy. The Trustees discussed asking Charlton Town Board to increase their payment to the Library.

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

None.

RESOLUTION 26-024 Consider approving the hire of Conor O'Rourke as Page at \$16/hour effective July 21, 2026. Motion was made by Trustee Guider, seconded by Trustee Thackston and passed unanimously.

RESOLUTION 26-025 Consider approving the hire of Morgan Fost as Page at \$16/hour effective August 10, 2026. Motion was made by Trustee Burchett, seconded by Trustee Thackston and passed unanimously.

RESOLUTION 26-026 Consider accepting the resignation of Trustee Honey Hollen effective June 22, 2026. Motion was made by Trustee Morris, seconded by Trustee Burchett, and passed unanimously.

RESOLUTION 26-027 Consider approving the Confidentiality of Patron Records policy as presented. Motion was made by Trustee Morris, seconded by Trustee Burchett, and passed unanimously.

RESOLUTION 26-028 Consider approving the quote from Odorless Sanitary Cleaners for septic services. Motion was made by Trustee Guider, seconded by Trustee Thackston, and passed unanimously.

RESOLUTION 26-029 Consider approving the establishment of fines for overdue Museum Passes. The fine will be \$5.00/day. Motion was made by Trustee Morris, seconded by Trustee Burchett, and passed unanimously.

RESOLUTION 26-030 Consider approving the 2027 Library Budget as presented.

At the Meeting of the Board Of Trustees of the Ballston Community Public Library, New York, on July 29, 2026 there were:

	Present	Absent	Yay	Nay	Abstain
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Melia Gordon		X			
Christin Goss	X		X		
Margie Morris	X		X		
Candy Burchett	X		X		
Ed Guider	X		X		
Ben Thackston	X		X		
Total	5	1	5	0	0

I, Trustee Candy Burchett, offer the following resolution and move its adoption:

Seconded by Trustee Ed Guider, offered for discussion and duly put to a vote, the results of which appear above.

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

None.

Adjournment: At 7:47 p.m., on a motion by Trustee Candy Burchett with a second by Trustee Ed Guider the meeting was adjourned.

Minutes respectfully submitted by Candy Burchett, Secretary.

Ballston Community Public Library

Director's Report

August 2026

Circulation Statistics

July 2026

Circulation Statistics	Current Month	2026 Total	2025 Total
Items Added to Collection	338	2016	3,624
Number of Physical Items Circulated	10,554	53,315	99,857
Overdrive/Libby Circulation	1504	11,243	16,533
Hoopla Circulation	788	5365	9,412
New Patron Registrations	53	306	502
Patrons in the Building	5720	30,203	47,171

Programs & Events

July 2026

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2026 Total	Participants 2026 Total	Number Offered 2025 Total	Participants 2025 Total
Preschool	25	741	100	2854	161	4,536
Elementary	8	194	45	553	57	564
Teen	6	72	22	179	33	175
Adult	7	128	49	531	91	636
Family	8	296	39	1353	70	2,686
Outreach	0	0	34	1960	53	2,263
TOTALS	54	1431	289	7430	465	10,860

Youth Services:

Our Summer Reading Program ended on August 8. A final Youth Summer Reading report will be available at the September board meeting. Children and Teens can continue to log their reading minutes until September 1. After that time, Alyssa will send their final totals to the various schools so top readers can be awarded. By the end of the program, we had 597 Kids and Teens signed up for Summer Reading on Beanstack. In August we had 8 weekly story times, 1 special swimming story time at Little Troy Park, 2 Music Medleys with Ms. Terri, a Family Movie, a Family Bingo Afternoon, 2 Kid's Crafts, 1 STEM Challenge, 1 Tween Craft, 1 Teen Craft, 2 Read to Beaker sessions, 2 programs with special performers, and a local Children's Author visit. Children and Teens participated in the weekly scavenger hunt, raffle prizes, and the Story Walk in Jenkins Park. Final raffle prizes were given out on August 13.

Adult Services:

See Adult Services report

Director:

With my final day at the Library on Wednesday, September 2nd, I have been working on getting as much administrative material together as I can for the interim director, along with advance prep work for the upcoming election.

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

New Pages Conor and Morgan are doing well and have completed most of their training.

Friends of the Library:

On Summer Break. Will meet in September.

Facility

This month we have had the bathroom door locks replaced. We have also had the septic tank pumped out. Alarm and Suppression came to fix the issues with the sprinkler system alarm.

We have discovered that the emergency doors at the bottom of the two stairwells automatically lock when shut, and the locks do not respond to the key set we currently have. We are getting an estimate from Mangione about replacing the cores on the two doors.

We have quotes to finish the swap of all lighting from fluorescent to LED and to add our other EV station to the ChargePoint network, along with a five-year maintenance contract.

Technology**July 2026**

Technology Statistics	Current Month	2026 Total	2025 Total
Public Computer Sessions	150	950	1508
WiFi Sessions (unique users)	342	2470	4030

Meetings & Professional Development

Conor - KnowB4 Training

Morgan - Security Policy, KnowB4 Training

Alyssa - Meeting with Directors from Saratoga Ballet Company

Kristi – Town Meeting – Ballston, Town Meeting – Charlton, Introduction to Candid Foundation Directory webinar.

Respectfully,
Kristi Chadwick
Library Director

Head of Adult Services Report to the Board for August 2026

Summer Reading Stats

We had 229 adult participants who collectively logged an impressive 308,977 minutes of participation!

Outreach, Partnerships, Programs, and Events

A page has been created on the Library's website for the **Anniversary Celebration on September 12**. Additional information will be added to the page as event details are finalized and become available.

The **Next Chapter Society** continues to thrive, with 10 attendees at its August 3 meeting. The group's next meeting will be held Monday, September 14 at 1:00 PM and will feature a discussion of *Frozen River* by Ariel Lawhon.

The **Genealogy Workshop** with professional genealogist Lisa Dougherty on August 4 generated significant interest, with 12 people in attendance. We have received interest from community members about offering the workshop again. I hope to have Lisa return sometime this winter and would like to explore making it a regular seasonal program.

Two educational programs are scheduled for late August:

- **Medicare 101** — August 25 at 5:30 PM, presented by Kate Barkley, an independent Medicare agent who has presented Medicare basics programs in the local area.
- **Legal Documents for 18-Year-Olds** — August 27 at 6:00 PM, presented by Starsia Law. This program will focus on navigating important legal documents for young adults.

In September, we will offer a four-week **Women's Journaling Workshop** with Mary Jo Bradley on Fridays at 12:30 PM. Please share information about the program with anyone who may be interested.

Staff Led Initiatives

Thank you to Susan Slovic for researching programs offered through local senior centers, libraries, and nonprofit organizations and for reaching out to potential presenters. Her efforts have helped us quickly build a diverse and engaging schedule of adult programming for the fall.

Friends of the Library Report

The Friends of the Library are on hiatus for the summer and will resume their meetings in September.

The **Friends of the Library Fall Book Sale** will be held September 29 through October 3.

The Friends continue to seek new active members to help guide the organization into the future. Anyone interested in becoming involved can contact the Friends at ballstonlibraryfriends@gmail.com or reach out to the Library for more information.

Fw: Quote for LED Lighting at the Library

From Bitley, Tricia <tbitley@sals.edu>
Date Thu 7/30/2026 1:16 PM
To Chadwick, Kristi <kchadwick@sals.edu>

Get [Outlook for iOS](#)

From: info@cluneelectric.com <info@cluneelectric.com>
Sent: Thursday, 30 July 2026 12:58:48
To: Bitley, Tricia <tbitley@sals.edu>
Subject: RE: Quote for LED Lighting at the Library

Caution: This email appears to have originated from outside the organization. Do not open attachments or click links from unknown or unexpected sources.

This should cover it!
Thanks!!

Proposal
HAROLD R. CLUNE, INC
Licensed Electrical Contractor
30 Prospect Street
Ballston Spa, NY 12020
(518) 885-6199
Fax (518) 885-3640

CUSTOMER: BALLSTON COMMUNITY LIBRARY
2 LAWMAR LANE
BURNT HILLS, NY 12027

DATE: 7/30/2026 PHONE: 518-399-8174

JOB LOCATION: SAME

LABOR AND MATERIALS FOR THE FOLLOWING ELECTRICAL INSTALLATIONS:

2 x 2 LED Lay-In Light Replacements:

- 12 in main office area, 1 with an emergency battery
- 6 in back office
- 5 in kitchen area
- 8 in Computer Lab
- 4 in Storage Closet on first floor, 1 with an emergency battery

RAB SWISHFA2X2/D10
RAB SWISHFA2X2/D10/E2

Price: \$9,500.00

All are 1 for 1 replacement.

PAYMENT TO BE MADE AS FOLLOWS: PER INVOICE.

AUTHORIZED SIGNATURE

William R. Clune

e-mail will@cluneelectric.com

Note: This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL -

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE _____

DATE _____

William Clune
Harold R. Clune, Inc.
30 Prospect Street
Ballston Spa, New York 12020
(518) 885-6199 (x) 101
(518) 885-3640 fax
www.cluneelectric.com

From: Bitley, Tricia <tbitley@sals.edu>
Sent: Thursday, July 30, 2026 10:47 AM
To: info@cluneelectric.com
Subject: Re: Quote for LED Lighting at the Library

That is correct.

Tricia Bitley
Office Manager

Ballston Community Public Library
518.399.8174 ext. 6
<http://bcpl.sals.edu>
2 Lawmar Lane, Burnt Hills, NY 12027

From: info@cluneelectric.com <info@cluneelectric.com>
Sent: Thursday, July 30, 2026 10:46 AM
To: Bitley, Tricia <tbitley@sals.edu>
Subject: RE: Quote for LED Lighting at the Library

Quotation

ChargePoint, Inc.
Driving a Better Way™
chargepoint.com

Sales Representative: Maria Angela Villanueva
E-Mail: mariaangela.villanueva@ext.chargepoint.com
Telephone:

Quote Number: Q-636799-1
Date: 8/7/2026
Expires On: 9/2/2026

Customer: TOWN OF BALLSTON COMMUNITY
LIBRARY

Primary Contact: Kristi Chadwick

ChargePoint Org: ORG137911

ChargePoint Cloud Plans

Product Name	Product Description	Quantity	End Date	Total Price (USD)
CPCLD-COMMERCIAL-5	5-year Prepaid Commercial Cloud Plan subscription with station management features such as: Custom Video uploads and Automatic Software Updates, driver and fleet management features including: Access Control and Pricing & Automatic Payment Collection, as well as energy and power management features which include Power Sharing. Real-time dashboards and reports provided for applicable features. Station Activation purchase required.	2.0		3,280.00
CPCLD-COMMERCIAL-REN	Prepaid coterminous renewal Commercial Cloud Plan. Includes Secure Network Connection, On-going Station Software updates, Station Inventory, 24x7 Driver Support, Host Support, Session Data and Analytics, Fleet Vehicle Management and Integration, Fleet Access Control, Valet Dashboard, Power Management (Circuit, Panel, Site Sharing), Scheduled Charging, Driver Access Control, Pricing and Automatic Funds Collection, Waitlist, Videos (on supported hardware).	2.0	09/28/2031	3,280.00

ChargePoint Assure Maintenance and Management

Product Name	Product Description	Quantity	End Date	Total Price (USD)
CT4000-ASSURE5	5 prepaid year of ChargePoint Assure for CT4000 stations. Includes Parts and Labor Warranty, Remote Technical Support, On-Site Repairs when needed, Unlimited Configuration Changes, and Reporting.	1.0		2,400.00
CT4000-ASSURE-REN	Prepaid coterminous renewal of ChargePoint Assure for CT4000 stations. Includes Parts and Labor Warranty, Remote Technical Support, On-Site Repairs when needed, Unlimited Configuration Changes, and Reporting.	1.0	09/28/2031	2,680.00

Total : USD 11,889.00

Quote Acceptance

- + All invoices are: Net 30 days or prepaid.
 - + The provision of cloud services described in this agreement is subject to the terms and conditions of the Master Services and Subscription Agreement between the parties.
 - + All pricing confidential between Customer and ChargePoint.
 - + Prices do not include tax where applicable. This quote is subject to sales tax based on the state or province in which the goods or services will be delivered. Sales tax will be included at time of invoice and is non-negotiable.
 - + Customer confirms that the shipping and billing information provided in the quote is accurate for ChargePoint's shipping and invoicing purposes.
 - + Customer to be invoiced at time of shipment
 - + Additional purchase terms and conditions can be found at <http://www.chargepoint.com/termsandconditions>
 - + Unless the parties have executed a written agreement covering the products or services in this quote, then this quote is accepted and governed solely by the Terms and Conditions applicable to the products and services set forth in this quote and located at:
 1. ChargePoint Cloud Subscriptions Terms and Conditions found at <https://www.chargepoint.com/legal/mssa/>;
 2. ChargePoint's ChargePoint as a Service Agreement found at <https://www.chargepoint.com/legal/cpaas/>;
 3. ChargePoint Terms and Conditions of Purchase found at <https://www.chargepoint.com/legal/termsandconditions/>;
 4. ChargePoint Support Services Terms and Conditions found at: <https://www.chargepoint.com/legal/support-services/>;
 5. ChargePoint Deployment and Consulting Services Terms and Conditions found at <https://www.chargepoint.com/legal/deployment-consulting-services/>; and
 6. ChargePoint API Services Terms and Conditions found at <https://www.chargepoint.com/legal/deployment-consulting-services/>.
- Any preprinted or additional or different terms stated or referenced in any Customer purchase order or any such similar document are excluded and will not be binding and notice of objection to them is hereby given.

By signing this quote I hereby acknowledge that I have the authority to purchase the product detailed on this document on behalf of my organization. Furthermore, I agree to the terms and conditions set forth above and that this signed quote shall act as a purchase order.

Signature:

Accounts Payable Contact Name:

Name (Print):

Accounts Payable Contact E-Mail:

Title:

Bill To Details:

Date:

Bill to Company Name:

Street:

City:

State:

Postal Code:

Country:

Renewal Details

Cloud Plan Renewals

Station Name	Station S/N	Station Location	Product Name	Token S/N	Current Expiration Date	New Expiration Date	Price (USD)
TWN OF BALLSTON / STATION 2	204141033155	2 Lawmar Ln Burnt Hills New York 12027	CPCLD-COMMERCIAL-REN	TKN1751353781344	09/29/2026	09/28/2031	1,640.00
TWN OF BALLSTON / STATION 2	204141033155	2 Lawmar Ln Burnt Hills New York 12027	CPCLD-COMMERCIAL-REN	TKN1751353781345	09/29/2026	09/28/2031	1,640.00

Assure Maintenance Renewals

Station Name	Station S/N	Station Location	Product Name	Token S/N	Current Expiration Date	New Expiration Date	Price (USD)
TWN OF BALLSTON / STATION 2	204141033155	2 Lawmar Ln Burnt Hills New York 12027	CT4000-ASSURE-REN	Renew	06/04/2026	09/28/2031	2,680.00

Additional ChargePoint Services

Station Name	Station S/N	Station Location	Product Name	Product Description	Current Expiration Date	New Expiration Date	Price (USD)
TWN OF BALLSTON / STATION 1	204141033162	2 Lawmar Lane Burnt Hills New York 12027 ,United States	CPCLD-COMMERCIAL-5	5-year Prepaid Commercial Cloud Plan subscription with station management features such as: Custom Video uploads and Automatic Software Updates, driver and fleet management features including: Access Control and Pricing & Automatic Payment Collection, as well as energy and power management features which include Power Sharing. Real-time dashboards and reports provided for applicable features. Station Activation purchase required.			1,640.00
TWN OF BALLSTON / STATION 1	204141033162	2 Lawmar Lane Burnt Hills New York 12027 ,United States	CPCLD-COMMERCIAL-5	5-year Prepaid Commercial Cloud Plan subscription with station management features such as: Custom Video uploads and Automatic Software Updates, driver and fleet management features including: Access Control and Pricing & Automatic Payment Collection, as well as energy and power management features which include Power Sharing. Real-time dashboards and reports provided for applicable features. Station Activation purchase required.			1,640.00
TWN OF BALLSTON / STATION 1	204141033162	2 Lawmar Lane Burnt Hills New York 12027 ,United States	CT4000-ASSURE5	5 prepaid years of ChargePoint Assure for CT4000 station. Includes Parts and Labor Warranty, Remote Technical Support, On-Site Repairs when needed, Unlimited Configuration Changes, and Reporting.			2,400.00
TWN OF BALLSTON / STATION 1	204141033162	2 Lawmar Lane Burnt Hills New York 12027 ,United States	CP-ACTIVATION	ChargePoint's Activation service ensures a seamless EV charging station setup, from order to activation. Activation includes station owner and installer onboarding, quality installation validation, early station performance support, and provisions			249.00

			stations on our network, ensuring a smooth and reliable deployment experience. Priced per station. Does not apply to CPF50 stations. For activating 10-or-more stations per site call ChargePoint sales.			
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DRAFT

2027 Holiday Closing Schedule Ballston Community Public Library

New Year's Day	Friday, January 1
Martin Luther King Jr. Day	Monday, January 18
Presidents' Day	Monday, February 15
Memorial Day	Monday, May 31
Flag Day Parade	Thursday, June 11 closing at 5:00 PM
Juneteenth	Saturday June 19
Independence Day	Monday, July 5 *
Labor Day	Monday, September 6
Indigenous Peoples' Day	Monday, October 11
Veterans Day	Thursday, November 11
Thanksgiving Eve	Wednesday, November 24 closing at 2:00 PM
Thanksgiving Day	Thursday, November 25
Thanksgiving Holiday	Friday, November 26
Christmas Eve	Friday, December 24
Christmas Day	Saturday December 25
Christmas Holiday	Monday, December 27*
New Year's Eve	Friday, December 31

***Per Employee Handbook, holidays on Sunday will be recognized on the following Monday.**

2027 Fulltime Employee Paid Holidays Ballston Community Public Library

DRAFT

New Year's Day	Friday, January 1
Martin Luther King Jr. Day	Monday, January 18
*Lincoln's Birthday	Friday, February 12
Presidents' Day	Monday, February 15
Memorial Day	Monday, May 31
Juneteenth	Saturday, June 19
Independence Day	Monday, July 5
Labor Day	Monday, September 6
Indigenous Peoples' Day	Monday, October 11
Veterans Day	Thursday, November 11
Thanksgiving Eve	Wednesday, November 24 closing at 2:00 PM
Thanksgiving Day	Thursday, November 25
Thanksgiving Holiday	Friday, November 26
Christmas Eve	Friday, December 24
Christmas Day	Saturday, December 25
Christmas Holiday	Monday, December 27
New Year's Eve	Friday, December 31

*Floating Holiday for Fulltime Staff (Lincoln's Birthday)