

Ballston Community Public Library
Board of Trustees Monthly Meeting Minutes
February 22, 2023

Call to order: The meeting was called to order at 7:01 p.m. by President Julia Stone.

Attendance: [x]Rebecca Verhayden, Director; [x]Jenn Richard, Adult Services Librarian, [x]Alyssa Harvey, Youth Services Librarian.

Trustees present: Kate Schofield, Carolyn Speenburgh, Julia Stone, Sue Tomlinson

Trustees present via Zoom (non-voting, did not count toward quorum): Steve Burchett

Trustees unexcused: Philip Du

Town Representatives: none

Minutes of February 1, 2023 Monthly (January) Meeting: On a motion by Carolyn Speenburgh, with second by Kate Schofield, the minutes of the February 1, 2023 monthly meeting were approved.

Report of Special Funds: Special funds for February 2023 were reviewed.

Monthly Financial Reports: Financial reports for February 2023 were reviewed.

Approval of Bills: The February bills, reviewed by Sue Tomlinson, were unanimously approved on a motion by Julia Stone, with second by Sue Tomlinson.

Librarians' Reports: See attached.

Reports of Committees:

Town Liaisons: No reports.

Personnel Committee: The personnel committee met and formulated some recommendations which will be presented as Resolutions 23-021, 23-022, 23-023.

Unfinished Business:

Reopening Plan Update: No change.

Local History & Lighting Construction Project: Sage Engineering and Roland J. Down each came to look at the heating issue in the Local History Room. It has been determined that Unit 6 is not operating properly in heat mode. A new thermostat and wiring are the first steps toward rectifying the issue.

Ballston Legislation & Transition: The Legislative Launch Meeting was held on Feb. 16, 2023, and went well. In attendance were representatives from the Library and the Town, Southern Adirondack Library System, NYS Library Development, Assemblywoman Carrie Woerner, Senator Iwen Chu, representatives from Assemblywoman Mary Beth Walsh's and Senator Jim Tedisco's offices. Draft legislation was discussed and everyone agreed to pursue changes to allow the charter update to move forward. The Town will do a Home Rule Resolution once a bill number has been assigned by the Legislature.

Trustee Vacancy: Staff and Trustees will mention the Trustee vacancy to attendees at mini golf February 24-25, and it will be posted on the outside electronic board. Additionally, Director Verhayden will check with SALS to see if they have suggestions for publicizing the vacancy.

Wellness Hours: The program has been going very well. Many staff members have utilized the time.

New Business:

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

None.

RESOLUTION 23-019 Consider approving monthly Transition Status Report to the Town of Ballston. Motion was made by Carolyn Speenburgh, seconded by Kate Schofield, and passed with all in favor.

RESOLUTION 23-020 WHEREAS the Library is chartered as the "Ballston Community Public Library", and the board intends to retain that name as the library explores updating its legislation and charter; BE IT RESOLVED that the board shall make especial efforts to ensure all official documents in effect now or developed in the future refer to the Library as the "Ballston Community Public Library" (the "Chartered Name") consistently, and any documents not using the Chartered Name shall be updated to use the Chartered Name when it is prudent to do so.

Motion was made by Kate Schofield, seconded by Carolyn Speenburgh, and passed unanimously.

RESOLUTION 23-021 Consider creating the part-time position of Account Clerk/Typist as Office Manager for the Ballston Community Public Library at an hourly rate of \$20 an hour.

Motion was made by Julia Stone, seconded by Sue Tomlinson, and passed unanimously.

RESOLUTION 23-022 Consider appropriating \$1,000 from Contingency and \$7,575 from Fund Balance to fund the position of Account Clerk/Typist for the remainder of 2023.

Motion was made by Carolyn Speenburgh, seconded by Julia Stone, and passed with all in favor.

RESOLUTION 23-023 Consider approving a raise in salary for Terry Riley from \$19.90 per hour to \$21 per hour effective 2/20/2023.

Motion was made by Sue Tomlinson, seconded by Kate Schofield, and passed unanimously.

RESOLUTION 23-024 BE IT RESOLVED that Ballston Community Public Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report", as amended, was reviewed and accepted by the Library Board of Trustees on 2/22/2023.

Motion was made by Carolyn Speenburgh, seconded by Kate Schofield, and passed with all in favor.

Privilege of the floor on any topic:

None.

Executive Session: at 7:40 p.m., on a motion by Carolyn Speenburgh with second by Kate Schofield, trustees voted unanimously to enter executive session to discuss the dismissal or removal of a particular person (as amended from the agenda). At 7:47 p.m., on a motion by Carolyn Speenburgh with second from Julia Stone, trustees voted unanimously to exit executive session, where no votes were taken.

Adjournment: At 8:00 p.m., on a motion by Carolyn Speenburgh with second by Julia Stone, trustees voted unanimously to adjourn the meeting.