

**Ballston Community Public Library  
Board of Trustees Meeting Minutes  
November 19, 2025**

**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, Honey Hollen

**Trustees absent:** (excused):

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

**Approval of Minutes of October 29, 2025 meeting:** On a motion by Trustee Ed Guider with a second by Trustee Margie Morris, the trustees unanimously approved the minutes of the October 29, 2025 monthly meeting.

**Monthly Financial Reports:** Financial reports for November 2025 were reviewed.

**Approval of Bills:** On a motion by Trustee Candy Burchett with a second by Trustee Christine Goss bills for November 2025, as reviewed by Trustee Ed Guider were unanimously approved.

**Librarians' reports:** see meeting documents

**Reports of Committees:**

**Budget and Finance:** Trustees Gordon and Morris went to the bank to open an interest bearing money market account.

**Building and Grounds:** Did not meet.

**Election:** No meeting

**Long Range Plan:** Will meet on 12/4.

**Personnel:** Nothing to report

**Policy:** Will reconvene in January

**Unfinished Business:**

**Insurance:** Trustee Margie Morris met with Tim Newell regarding increasing the umbrella policy to two million dollars.

**New Business**

**Trustee Training:** President Melia Gordon reminded the trustees that they would need to have completed 2 hours of trustee training before 12/31/25.

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

None.

**RESOLUTION 25-046** Consider approving the Organizational Resolutions 25-047 through 25-057. Motion was made by Trustee Schofield, seconded by Trustee Morris, and passed unanimously.

**RESOLUTION 25-047** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that all meetings of the Board of Trustees shall be held in accordance with the latest edition of Robert's Rules of Order.

**RESOLUTION 25-048** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that the meetings of the Board of Trustees shall be held in the Ballston Community Public Library located at 2 Lawmar Lane, Ballston, Saratoga County or any video conferencing platform that allows public participation and transcription in accordance with New York State Open Meetings Law. The regular monthly meeting shall be held at 7:00 p.m. on the last Wednesday of each month.

**RESOLUTION 25-049** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library the Ballston Spa National Bank shall be the official depository for Library funds and, BE IT FURTHER RESOLVED that the funds may be withdrawn, and checks may be signed, in accordance with the provisions of the procedures established by the Board of Trustees.

**RESOLUTION 25-050** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that salaries for Library Employees for 2026 are approved and established in the 2026 budget and that all other salaries and hourly rates for the 2026 budget and any subsequent resolutions be approved with longevity awards to be applied during the year as earned and BE IT FURTHER RESOLVED that the payroll schedule be bi-weekly for all hourly and salaried employees.

**RESOLUTION 25-051** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that the official newspaper as required by NYS Education Department Law shall be The Daily Gazette.

**RESOLUTION 25-052** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that Library Employees shall be compensated at the rate for standard mileage allowance established by the Internal Revenue Service for the approved use of their personal automobiles in the performance of their official duties.

**RESOLUTION 25-053** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that all overnight trips shall require prior approval by the Board of Trustees and BE IT FURTHER RESOLVED that all other conference attendance shall require prior authorization of the Director and BE IT FURTHER RESOLVED that reasonable expense reimbursement for conferences shall be approved by the Director. Any conference enrollee who cannot attend without cause will reimburse the Library for any costs incurred by the Library. Any late fee is the sole responsibility of the conference enrollee.

**RESOLUTION 25-054** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that the agenda and meeting documents be posted on the Library Website and the Library Bulletin Board 24 hours prior to the meeting.

**RESOLUTION 25-055** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library that all official meeting minutes must be written and mailed or electronically distributed to appropriate parties within 14 days of applicable meeting.

**RESOLUTION 25-056** BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library authorizes the Library Director, with Treasurer written concurrence, to make transfers between accounts in the current budget to keep accounts properly funded and the Library Director will report transfers to the Board of Trustees.

**RESOLUTION 25-057** WHEREAS the Board of Trustees of the Ballston Community Public Library requires varied professional services from experts that appropriately licensed and registered in New York State; and BE IT RESOLVED by the Board of Trustees of the Ballston Community Public Library designates and appoints the following firms, subject to approval of contracts by the Library's Attorney, or independent counsel:

Firm	Professional Service
UHY, LLC	Accounting Services
The Law Office of Stephanie Adams (LOSA), PLLC	Legal Services
Public Sector HR, LLC	Human Resources Consultant

**RESOLUTION 25-058** Consider approving the contract for snowplowing services from Pro-Cut Landscaping Services in the amount of \$7,300. Motion was made by Trustee Burchett, seconded by Trustee Goss, and passed unanimously.

**RESOLUTION 25-059** Consider appointing Honey Hollen to the vacant Trustee position, effective November 19, 2025 until October 31, 2026. Motion was made by Trustee Guider, seconded by Trustee Gordon, and passed unanimously.

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

*None*

**Executive Session to discuss personnel matters:** At 7:38 p.m., on a motion by Trustee Morris, with second by Trustee Guider, trustees voted unanimously to enter Executive Session to discuss personnel matters.

At 7:48 p.m. the Executive Session ended, where no votes were taken.

**Adjournment:** At 7:49 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.