

**Ballston Community Public Library
Board of Trustees Meeting Agenda
December 17, 2025, 7:00 PM**

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

- 1) Call to order
- 2) Minutes of November 19, 2025 Meeting
- 3) Monthly Financial Reports
- 4) Approval of Bills
- 5) Librarians' Reports
- 6) Committees' Reports
- 7) Unfinished Business
 - a) BSNB accounts
 - b) Trustee Training 2025
- 8) New Business
 - a) 2026-2030 Strategic Plan presentation
 - b) Trustee Self-Assessments

*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 25-060 Motion to approve the 2026-2030 Long-Range Plan.

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

9) Adjourn

December Voucher Signer: Margie Morris

Charlton Town Board Meeting: Monday, January 12, 2026 at 7:00 PM

Ballston Town Board Meeting: Tuesday, January 13, 2026 at 6:30 PM

Library Board of Trustees: January 28, 2026 at 7:00 PM

January 2026 Voucher Signer: TBD

**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.

Ballston Community Public Library

Director's Report

December 2025

Circulation Statistics

November 2025

Circulation Statistics	Current Month	2025 Total	2024 Total
Items Added to Collection	187	3,396	3,930
Number of Physical Items Circulated	7,385	92,234	93,004
Overdrive/Libby Circulation	1234	15,148	18,244
Hoopla Circulation	783	8,567	8,003
New Patron Registrations	30	469	482
Patrons in the Building	2,771	43,848	53,346

Programs & Events

November 2025

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2025 Total	Participants 2025 Total	Number Offered 2024 Total	Participants 2024 Total
Preschool	11	310	150	4,298	161	3,948
Elementary	5	57	52	531	80	973
Teen	4	24	31	163	41	220
Adult	5	23	90	629	94	759
Family	4	171	64	2,551	85	3,221
Outreach	2	5	51	2,257	69	1,783
TOTALS	31	590	438	10,429	530	10,904

Youth Services:

In December we provided 12 story times, 3 book clubs, 1 Saturday story time, 1 Kid's Craft, 3 read to Beaker the therapy dog sessions, 1 Teen Craft, 1 Tween Craft, 1 STEM Challenge, 1 Story Crafters Program, a Family Bingo Night, and a Find the Elf scavenger hunt in the Children's Room. The library also provided 2 holiday photo backgrounds throughout December for families to use. The BHBL SE Students volunteered 3 times this month and helped retrieve items to fulfill library holds. Youth Services staff have finished most of their program planning for January and February 2026 and will start to look into spring planning as well.

Adult Services:

We held the nonfiction book club this month. Courtney has begun looking at programs for the first quarter of 2026 and will begin scheduling in January and February shortly.

Director:

I finished the draft of the next strategic plan to present to the trustees. The Executive Director of SALS, Kim Bolan, came to the library on Friday, December 12 for a visit with Melia and me. I would like to look at scheduling a staff development day in early February. This would mean closing the library early and using the afternoon for training.

Staff & Volunteers

Staff:

Courtney Carey began as Head of Adult Services on December 1st. She has been learning the library workflows, staff, and policies and will be looking to plan adult programming to begin in January.

Alyssa will look into hiring a new page in January 2026.

Friends of the Library:

The Friends meeting was December 9 at 7:00 pm. The Holiday Drive Thru was canceled on December 2 due to the weather. The Friends had a tree up in the BHBL Women's Club Festival of Trees and it was decorated with next year's Summer Reading Theme. The Friends have started planning their Mini Golf event in February and have recognized the need for a sub-committee to help with planning and a need for more volunteers. They have also started to look into other possible fundraisers and special events, such as bus trips, that they could offer to the local community. The Friends have also created a sub-committee to edit and update their bylaws. The next Friends Meeting will be January 6 at 7:00 pm.

Facility

Technology

November 2025

Technology Statistics	Current Month	2025 Total	2024 Total
Public Computer Sessions	118	1,381	1,259
WiFi Sessions (unique users)	285	3,763	4,092

Meetings & Professional Development

Kristi - Long Range Plan Committee (12/4); Charlton Town Meeting (12/8); Meeting w/SALS Executive Director, Kim Bolan (12/12).

Alyssa - Friends of the Library Meeting (12/9).

Courtney – Friends of the Library Meeting (12/9).

Respectfully,
Kristi Chadwick
Library Director