

Ballston Spa Public Library  
Board meeting minutes  
August 11, 2020

Board Members present - Andy Manion, Jim Carter, Lori Acee, Linda Gawrys, Meredith Tower and Christine Fitzpatrick (Village Trustee, Commissioner of Library)

Approval of last months minutes- Andy approved last months minutes, second by Linda Gawrys

Vote to approve Meredith Tower- Welcome to Meredith to our board and as the new Treasurer, to replace Mike Healy. Mike with school business was unable to continue and resigned. All in favor of Meredith's appointment.

Treasurer's Report-

Clerks fund- \$6,657.47

Library Fund-28,840.72

Bequests

Donations

Librarian's Report- July started opening up to the public. Making sure all used proper procedures are up to full service besides rest rooms. Everyone is being very good about wearing masks and not browsing too long.

Computers are able to be used for one hours time slots. We only have 24 people in at a time including staff. Down stairs for village meetings will only be able to have 28 people, 8 are up at the front table so that will leave only 20 in the audience.

Old Business- Facilities committee update- going over the engineer report for the roof/gutter side of building update. Biggest problem is the roof and proper gutters, also installing a rain barrel. Hold off on the sidewalk, easement with neighbors, for the drain pipe. All agreed that we should get another quote, to have two. We need to do ASAP so we don't drag out into the fall. If we don't get another, do we think we need to start this project before the next meeting? We need to get all the quotes done so it can be approved by the board meeting, and needs to be in by the 19th to get on the agenda for the meeting on August 24th. Andrea is going to call Midstate to see if they have had a chance to look at the quote and make sure the price is correct, and see if prevailing wage.

Still haven't heard back from the contractor Neil (Catalfamo) about the door and parging brick. Thinks maybe upset how long it took to get paid for the porch project. Andy is going to call Dave from "small jobs done right" to see if he is interested. Andy will also ask him about the downstairs bathroom. Dave is an independent contractor so doesn't need a prevailing wage.

Andrea checked with other libraries to see what they are doing about public bathrooms. Most don't have public bathroom use yet. All agreed to keep going with not allowing bathroom use. Andrea said maybe should put up caution tape, good visual for people.

National Geographic collection- Haven't had a chance to get in there yet, still at 50 percent staff. Only one staff member is working 19.5 hours. Rest are under. Is it possible to have more staff with someone working downstairs in a magazine room? Andrea didn't think of that, will check with staff if they want to get more hours to do that. Wondering if staff is comfortable with being in that room, because that is where the book drop is. Also can open windows to get airflow.

All staff wear masks and Andrea takes the temperature of all staff daily. Andrea is very pleased with progress so far. Think compared to other libraries we are ahead.

Magazine collection- Jim took some pics of the collection and had a local person who he thought was interested. He asked if they were stamped might be of value. Not interested in them. Think will recycle them. Need to get rid of them. Andrea will check with staff to see if they want to work on an hour at a time. Andrea is going to put up a sign up sheet for staff. May look into county waste to get a dumpster, Andrea said she would check with Jeff.

Boy Scout Project- Andrea reached out to Will. Haven't heard from anyone. Think we are done with the project. Unless we hear from him will keep off the agenda.

Library Intern- Steps to proceed. Thinking maybe next spring will be a good time for one. Would like to have someone to come in and work on historical/archive materials. Andrea reached out to Tiffany who is the main liaison for library science. because not her speciality and to see if she had any ideas but hasn't heard back. Not sure if even able to do internships anyway with Covid. Might be able to also meet with the student advisor.

Web Site- Web site is kind of stuck, Lori works with Jack's wife and is going to reach out with Jack to see if he has some ideas, to get some pre-research done to see if he has some things that need to be ironed out before he helps. Andrea is sending websites to Andy to check out. To get some ideas.

Employer ID number- We need to have our own ID number by Sept 30, 2020. Christine got an email from the Bank who told us we need to get by the deadline. Meredith will look into tomorrow.

New Business

Friends of Library- Table for next meeting.

Next meeting

September 8, 2020 @ 6:30 via Zoom

Submitted By Linda Gawrys, Secretary