

Ballston Spa Public Library
Board Meeting minutes June 9, 2020

Board members present- Andy Manion, Lori Acee, Jim Carter, Linda Gawrys, Michael Healey, Trustee and Commissioner of the Library Christine Fitzpatrick and Librarian Andrea Simmons
Approval of last months meeting Jim made motion and Andy Second all in favor

Treasurer's Report- Clerks fund- \$6,657.47 Library Fund \$28,838.32

Old Business-

*Front stairs update- Submitted bill, may have been sent to the wrong office staff, Christine will check with office staff tomorrow and hope to get approved ASAP so they can get paid for the work.

*Jim asked about moving the mailbox, Andrea will check with Jeff.

*Reopening procedure- last week staff worked 3 at a time. Jeff made great bins on wheels for book drop. Set up a community room for a quarantine room. Carpets look great, but had a mess to clean up with books put back in the shelves backwards.

Have plenty of PPE and cleaning supplies.

All employees are screened daily, temperature and questions asked.

Andrea has a cleaning log to check daily.

Working on curbside service procedure and begins on June 23.

*Still working on a Tax ID? Going to use the village ID for 6 months but need to get our own. Village says the library board needs to get its own Tax ID. Andrea will check with other libraries to see if they have their own. Andy asked what are the next steps, apply online and get from the IRS? Talking to other libraries is the way to go next. Need to get back to the Library association to get information.

Andrea and Mike are going to work on this. Andrea will email Sarah from Sals and Amy from the Library association and see if they can join at the next meeting to help us with this.

We have decided that we need to have a meeting in July, have lots going on, and we will meet on July 14, at 6:30. Zoom meeting. We will discuss the pros and cons of becoming a nonprofit.

Replacement of rugs- All upstairs and the stairway all done, looks beautiful. Carpet people charged us a higher rate, Andrea caught a mistake and they

adjusted the bill. Andrea just submitted the bill on Friday. Directly handed to Sherry.

Cleaning Update- Cleaners were approved to come clean one day a week and are starting tomorrow.

Boy Scout Update- Andrea spoke to him, told him about scaling it back to \$500. He ignored the email, his Dad called back. We will just hold out to hear from him.

Staff- Shelf read the entire library. Going to start working on other projects, Magazine room. Cleaning Closets. Going to start upstairs and work way down. Thinking between serving patrons on curbside pick up will have lots of time for projects. June 17 phase 2 can bring back employees full time, as of today. Mike will pass the information on to Andrea.

*Lori brought up that maybe we can look into an intern at some point to help with projects organizing. Archival projects, children's programming etc.

Co-worker of Lori's had an intern and will check with her. Might be better to look into for the spring of next year.

Zoom Update- Started last week with zoom story time. Andrea managed the group and Maryann read stories. First session had 8 or 9 kids. Kids loved it. Is a locked meeting so had to be invited to get in. Going to do Zoom one day a week and facebook live another day. Going to use zoom for a book club. Andrea is looking into other programs for Zoom. Going to farm? Beading class?

Facilities- Leak in side door. Roof is flat and Jim had spoken to someone about it, Ice builds up and causes a leak. Linda will check with Jeff about the roof and see if he has any ideas. Jeff came into the meeting and told him it is not the village specialty and suggested getting a roofer. Also told to maybe ask the mayor about asking the village engineer, but remember we are charged for all work they do. Mike has a roofing company(Mid State) working at his school and will check with him. Need to get at least 2 quotes.

Bathrooms- Jim had gotten quotes from Vic. But then the pandemic happened. Jim will contact him again. But then maybe we decided we needed to fix the roof first. We are going to hold off on the quotes for bathrooms.

Powerwashing- Jim will check

Trim pieces on outside of the building and around windows, does DPW work on those? Or check into fixing those.

Christine asked if there is a Chair of Facilities committee and will be able to come to her and she can check with the mayor for some jobs to see if the village would be able to do the jobs or need to look elsewhere. Is there an official work order? Andrea just asks Jeff, and he gets it done. NO not official work order in the village. Would be a great idea, Jeff agrees it would be nice to have a paper trail and be able to weed out projects that they can or cannot do. Christine will check with Larry about the process for jobs to get done, or creating a work order system. Lori has agreed to be the Chair-person for committee.

Next meeting July 14, 2020 at 6:30
Linda Gawrys- Secretary