

Ballston Spa Public Library Board meeting Minutes May 12, 2020 -Zoom

Meeting called to order at 6:38

Board Members Present- Andy Manion, Lori Acee, Jim Carter, Linda Gawrys, Trustee and Commissioner of the Library Christine Fitzpatrick and Librarian Andrea Simmons

Approval of last month's minutes- Jim made a motion to approve, Andy 2nd.

Treasurer's Report- same as last month

Librarian's Report- Staff has been doing a lot of great online programming, story time on facebook live has been a bit glitchy. Andrea is looking into getting a Zoom account, they can have a more interactive story time and other programs.

Andrea has been going into the library about once a week, to check on and gather mail.

Old Business

Front stairs update- Lori spoke to Neil about the "crease" on stairs, created by the board frames. Neil is going to take a look and see if they can smooth it out. Handrails are ready and may be put up by Friday.

Neil gave us a \$450 quote to repoint the brick on sides of the door. He is getting a quote from a company for the new door.

Jim made a motion to agree to repoint the brick Andy 2nd all agreed.

Lori asked Linda about the sides of molding on the door, if the village can patch and paint. Jeff will look at and let us know.

Andrea submitted the bill to the village. Village paying \$6,500 and the rest will be made up by the operating budget.

Christine says we need to make sure we don't pay for work until work is all done next time.

Andrea would also like to see if village guys can re-secure the mailbox, and maybe relocate. She will talk to Jeff.

Cleaning- Cleaners already did the first deep clean. Andrea says they did a great job and the floors look great. Cleaning will also now be done both at the library and village office. Need to work out the scheduling for once a

week. We need to get a check for cleaning to come out of the trustee account for \$550.

Clune Lighting- Andrea paid Clune electric out of the operational budget, so we didn't hold up paying. Money needs to be transferred out of the clerks fund \$1,500. Andrea will talk to Mary about.

Boy Scout Project- Andrea reached out to Will. Reiterated that we only wanted to move forward with only doing the sign in the back, and a max donation of \$500 at this time.

Rugs- Rugs are on hold waiting to "re-open" Hoping will happen soon. Need to get to Phase 1.

Tax ID#- Nothing further on. Christine says it will have to be something that the board has to work on and not the village. Mike and Jim are going to work on that. They will report back on progress at the next meeting.

Job Descriptions- Andrea has updated and will send us a copy-tabled for the next meeting.

Community Based Plan of Service- Put on back burner for now.

Website- Andrea met with Jack (virtual) with Jack from SALS, he gave her a list of websites, they are going to build a "test site"

New Business-

Reopening Procedures- We agreed to meet again next week to go over and finalize steps to reopen. Meeting on zoom at 6:30 on Tuesday, May 19. Thank you Christine for setting up.

Next Meeting June 9, 2020 6:30 PM

Linda Gawrys
Secretary

