

Ballston Spa Public Library  
Board Meeting Minutes  
December 8, 2020 (zoom)

Members Present- Andy Manion(President), Lori Acee, Jim Carter, Linda Gawrys (Secretary) Andrea Simmons (Librarian) and Christine Fitzpatrick (Village Trustee, Commissioner of Library)

Greetings, call to order

Approval of last meetings minutes- approved by Jim Carter and second by Andy

Treasurer's Report- Meredith unable to make the meeting tonight

- Clerk's Fund – money raised through donations. Projects decided on by clerks. \$6,657.47
- Library Fund – used to fund library programming \$28,845.52
- Bequests
- Donations

Librarian's Report- We had to close for one day, due to Andrea's son being tested for covid, negative test. Rex was able to come the next day to do a deep cleaning, and used an air purifying machine. Andrea feels he is doing a good job with cleaning. Andrea is going to ask Rex if he washes windows and would do them two times a year? Book club zoom meeting is tomorrow, December 9th.

Christine is talking to Larry about putting in a policy for other emergencies, or someone who can take over in case of emergency.

- Circulation Statistics
- Monthly audit
- Programming

### **General Library items**

- NYS Library System Plan of Service (<http://www.nysl.nysed.gov/libdev/pos/>)we3-
- Create a subcommittee to set up a timeline & make a plan- Andrea is going to create a doodle poll to set up a date to start working on this maybe in January, maybe we can meet before the next Library Staff meeting on January 14th.
- Plan will include – a way to survey the public (and a timeline for this)

- Boy Scout Project Update- New Sign is up. Looks great. When we move to permanent hours it will be added, Andrea would like to price for some lighting on the sign. Jim suggested solar lights, will be expensive to run electricity. We need to send Troup 1 a check for \$500.
- Intern Update- Andrea reached out to Tiffany at SUNY. She is going to reach out to all the colleges again, and out to students who would be interested. Students go back in February. Maybe offer a "Covid" plan, being they can work alone downstairs in the room to organize. Andrea will reach out to Tiffany tomorrow to see what her plans are, and if they are still interested.
- Perhaps the library needs to make an initial investment in a scanner- in the future might be nice to have an intern organize all history material. Then we could scan so it would be more accessible for people to look at. Lori thinks the price of the scanners are approximately \$500. Andrea said she could reach out to the "Saratoga Room" to see what kind of equipment they have. Lori is going to look into pricing for scanners. Also ask Jack and see if he has an idea. Need to check into copyright laws for scanning.
- Staff- Been meeting once a month. Doing a round robin sharing time. Group all works well together and supports each other. Talking about future services in case of another closure. "Book bundles" for kids books. Christine asked how the mask wearing was going. One of the staff is wearing a shield. Has to be a mask. Andrea will tell her that she needs to wear a mask. Shields aren't effective by themselves. Can wear a shield over the top of the mask. Disposable masks are always available. Next meeting Andrea will have an agenda. Only have one hour for meeting, then the library opens. Clerks are working on cleaning closets and making up an inventory list for supplies. Staff likes to be included with staff meetings, feels valued by having an opinion. Christine suggested making a plan with staff about being locked down again. How they will go about continuing services with the public.
- Website progress- Andrea, Andy and Lori met with Jack, went through all the tabs of the website. Talked about the way it should look. Jack is great at troubleshooting and thinks maybe it could be ready in January. They split up the tasks, and we think it will be so much more user friendly.

1) Why we are working on this

- Benefits/new features
  - Timeline for launch
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- Grant opportunities for library
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- Procedures in case the library needs to be shut due to Covid surge- yellow zone might be hit this week. Things we can do, Quick visit for book pick up. Patrons can use computers and copy machine and clean up themselves. Offer curbside service if they like. No sitting at table for longer than 15 minutes. Make tent cards for tables being in the yellow zone and have limits on the library. Suspend faxing because staff needs to do it. Andrea doesn't feel comfortable handling peoples papers. Post guidelines on all doors, website and social media. If we hit the orange zone, we will go to curbside service. Will continue "take and make" crafts for kids. Book club will continue, via zoom meetings. Keeping the connections with the community. Staff will still go into work, with reduction. One staff member is getting nervous, and would like to work from home. Christine would like to see a written plan of what will be doing while home, like they did in March. Don't wait for it to happen, need to get a written policy plan ahead of time. Andrea would like to put out a cart of books or movies for patrons to take? Weather permitting, maybe one day a week.
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- Friends of Library Update- No update, Andrea or Andy haven't heard from Lily this month. Andy will email her again. Would like to include the Friends for the website.

### **General Operations/Management**

- Facilities Committee update- Andrea is going to find out about windows from Rex, if he will wash twice a year and see what cost is.
- Midstate will be contacting Andrea about the back door. Needs to be replaced, snow comes in the door.
- Work order form- Andrea sent one out for us to look at. Andrea was wondering if Jeff would like that to have a paper trail. Linda answered for Jeff that this would be a great idea. Jeff likes paper. Christine suggested to number work orders, and have a check box if the DPW can do and when able to complete the job. Andrea will put work orders in his mailbox at the village office.

- Quick List Building Needs/Improvements-Andrea or Jeff hasn't had time to go over list
  - Andrea did you go over the list with Jeff and ask him what DPW could do during the year and what we would need to hire out for?
  - Update wiring behind the desk, plastic cover is a trip hazard - can DPW do this?
  - Meter near the microfilm reader in the basement is leaking on the floor - can DPW fix or do we need to hire a plumber?
  - Can DPW check this - does not appear to work currently - do we need a new fixture?
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- Repointing – Mason; Downstairs bathroom quote (on hold until we know how to proceed regarding workers compensation and sole proprietors.

Next Meeting January 12, 2021

Minutes Submitted by  
Linda Gawrys-Secretary

# Happy Holidays!