

Ballston Spa Public Library
Board Meeting Minutes
February 9, 2021

Members Present- Lori Acee, Jim Carter, Linda Gawrys, Meredith Tower, Andrea Simmons (Librarian) and Christine Fitzpatrick (Village Trustee, Commissioner of Library) Deanna

Welcome to Deanna, She came to us by way of SUNY Albany, School of Library, one of the applicants for internship. Deanna will be working with the archive collection at the library and very excited. Deanna is unable to take an internship at this time, but will be a part time volunteer. She is hoping to work 10 hours a week, creating a plan on how to go forward with the archives. Hoping when her schedule allows will continue with an internship for 10 hours a week.

Greetings and Call to Order

Approval of next month's meeting minutes

Library Fund- \$28,847.22

Clerks Fund- \$6,657.47

A Check was written to Will for sign, looks like it hasn't been cashed yet. Will be going to Troop 1

Librarians Report- Starting on January 12, went back to curbside, working out really well. The Saratoga library being closed has made it so busy. Patrons call and meet at the back door to get books. Book Club-had night time meeting, patrons liked the afternoon time better, going to go back to that. Have 2 new members.

While not having patrons in the library working on a lot of weeding out books, now on kids non-fiction. If books haven't been taken out in 3 years they are getting removed from the system to donate. Doing book bundles (bundles of 4) for young kids to circulate as a set, usually as a theme set (princess)

Had a discussion about the process of going to curbside. Will discuss this further to figure out the system in future.

Staff meeting- Didn't have time for a staff meeting.

NYS Library Plan of Service- We are getting together a google doc of surveys from different libraries. Trying to get the best questions, and using the best survey platform. Will be meeting after school break, February 24th. erto get the next set of tasks.

Website- Almost nearing the launch! If you want a sneak peek, check out Mechancville library website, which will be very similar to theirs. Jack has been so helpful the site will be so user friendly. Jack is going to build a “test” site that we can check out before goes live.

General operations and Management

- Mid State doesn't do heat tapes for the roof ice build up, Andrea got a name for an electrician to do. Will work on calling tomorrow
- Elevator door- Need to give him a go ahead for the door, has all the information. (\$4,000)
- Work Order- working on the best way for Jeff to receive work orders. Decided best way is to leave in mailbox in village office
- One of the DPW guys came today to look at the leaking water meter. Isn't a quick fix will get done next week
- Window cleaners- Jim made contact with a window cleaner from O'Brien's, Andrea has made contact with. Needs to look into prevailing wage.
- Update wiring behind desk- Andrea will take pictures and send to Jeff tomorrow, to see if it something the village guys can do.
- Grants-Meredith is looking into

Next Meeting March 9, 2021
6:30 (via zoom)