

Ballston Spa Public Library Board Meeting Minutes January 12, 2021

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

Greetings and Call to order

Approval of last months meeting Minutes- approved by Jim Carter, Second Andy Manion

Treasurer's Report

- Clerks Fund- Money Raised through donations \$6,657.47
- Library Fund- Used to fund programing \$28,846.49
Meredith is sending a check to Boy Scout Troop 1 tomorrow for \$500 for signs

Librarian's Report- Stats were up this month, Had a great book club with three new members. (8). Had a wonderful New Years Eve Zoom story time with 9 kids.

Had ice build up again, contacted DPW they came and chopped the ice. Gutters don't seem to be changing the problem. Have plenty of salt for sidewalks. Andrea is going to call the company(Mid State) who put them up and see if maybe the heat tape isn't connected.

- After the decision was made to move to curbside, we had enough time to let the patrons know but then had a covid exposure, so had to close for a couple days. Opened back up on Saturday. Today was the first day of curbside, had about a dozen pick ups and went well. Staff are doing well, all wearing masks properly. Curbside is going much smoother than the summer. Everyone is ok with curbside but hard for the computer users. Rex is doing a great job cleaning. Is very willing to come in with a last minute deep clean. Rex does not wash windows.
- NYS Library System Plan of Service- going to meet again next week January 20, at 6:30
- Intern Update- We had two interested students one dropped out. Need to set up a zoom to interview and get set up soon. Need one board member and maybe one staff member. We think Lori would be a good fit because of her library experience. It is an unpaid internship, and will be mostly working downstairs, starting in February. Only about 10 hours a week. Andrea will check availability for next week for an interview. Andrea will talk to Tiffany and finalize. Will email by the end of the week to give us an update.
- Staff- Has not had a January staff meeting. Meeting will be on the 21st. Will have a social distance meeting at the library. Andrea will ask the staff for agenda items
- Website progress- Jack is on vacation, so on a standstill with the website. Hope to get going on it soon. Andrea will reach out to Jack soon.
- Grant opportunities for Library-Meredith isn't ready with that yet. Still working on it. Will keep us posted.

General/Facilities

- Facilities Committee Update
- Quote for entrance at elevator door- Reviewed quote. Andrea is going to reach out to Mid State to give a quote without the canopy, just the door. Canopy isn't needed right now. Julia will give an update on how much money we have left.
- Progress on the work order system- I attempted to send work orders through a fax machine, and tried three times. Will drop off at the office instead.
- Update on wiring behind desk
- Meter near microfilm reader in basement- Andrea is going to take a picture and send it to Jeff and see what needs to be done with the leaking meter.
- Repointing- Mason Having a hard time finding someone with the issue of Prevailing wage

Next Meeting February 9, 2021
Submitted by Linda Gawrys- Secretary