

Ballston Spa Public Library
Board Meeting Minutes
March 9, 2021

Members Present- Andy Manion, Lori Acee, Linda Gawrys, Meredith Tower, Andrea Simmons (Librarian), Christine Fitzpatrick(Village Trustee, Liaison to the library)

Greetings and call to order at 6:36 Jim maybe joining late

Approval of last months meeting minutes- approved by Andy and 2nd by Meredith

Treasurer's Report- Clerks Fund (Money raised through donations)-
\$6,657.47
Library Fund- \$28,847.88

Librarians Report- Reopened on February 19th. Patrons are very happy to have the library open again. Lots of people coming in for tax forms and using the computers.

Across all libraries we are only quarantining books for two days now.

We talked about how amazing Mary Ann is with story time, and what great projects she does and what a natural she is with them. Thank you Mary Ann for all you do!

Andrea had her budget meeting on February 10. Christine said the board has a good handle on the library budget, it is about the same yearly.

General Library Items

- Intern Update- Deanna has been coming in on Tuesdays and Thursdays, she is putting together a spreadsheet of things in the file cabinet. She also started making a brochure of different resources. Making things much more user friendly for our patrons doing library research. As of right now she is a volunteer, and working 4-5 hours each day. She is doing a great job, Andrea is excited of her progress.
- NYS Library System Plan of Service-Andrea just attended a webinar from SALS “Engaged Planning” with nice guidance, has homework, and is educating Andrea on plan and survey and helping with steps. The idea is to get all libraries all on the same page in setting up the Plan of service.
- Working on compiling and designing survey questions
- Website progress- Andrea showed us the progress of the website, looks great so far. Have another meeting this Thursday with Jack has been so helpful.
- Staff meeting update- Having a meeting this Thursday, March 11, at 11:00 AM. She asked staff for agenda items, and is looking for their input on other committees that they would like to be involved with.

Library Programing

- Cheryl is working on a “Earth Day” project. Under the Sea ceiling decorations, Book display, take and make project and her husband is going to do a zoom presentation.
- International theme- ongoing project for several weeks this spring/summer, are having a cooking zoom demonstration for each country, different activities for each country, passport they can get stamped. Many great ideas.

- Nutrition Program in April/May- for adults, seniors. Saturday's going to have family cooking programs. Hannah Ipsm through Hannaford is partnering with the library for all these programs.

General Operations/Management

- Exterior Door Replacement- Andrea put in the requisition for the door and it got approved. Got approval to go ahead, hoping to get done soon.
- Heat Tape installation- very expensive, need to look into other prices. Wondering if DPW could install, but think best to have a licensed electrician to install. With spring coming something we can work on in the fall.
- Making sure we use funds so that we don't "lose" them

Tabled Items

- Repointing- Mason
- Downstairs bathroom quote
- Outside Tree/space projects
- Grant opportunities for library

Next meeting April 13, 2021
(Via Zoom) or maybe in person!
Submitted by Linda Gawrys, Secretary