

Ballston Spa Public Library  
Board Meeting Minutes  
October 13, 2020 (Zoom)

Board Members Present- Lori Acee, Jim Carter, Linda Gawrys, Andy Manion, Meredith Tower, and Andrea Simmons, Librarian

6:30 Greetings and Call to Order, and Approval of last months Minutes, Jim approved and Meredith second

Treasurer's Report- Clerk's Fund-\$6,6057.47  
Library Fund- \$28,841.94  
Bequests  
Donations

Librarian's Report- Circulation Statistics- things are picking up!  
Monthly Audit  
Programming

General Operations/Management

A) Facilities Committee update-

- 1) Roof/Gutter -work complete! Hopefully the ice build up problem will be eliminated, with the heat tape and more substantial gutters. Jim has checked after rain storms and all seems good so far. Lori will let Chazen know that we are going to wait on anything else till the new budget year. Bill has been submitted for payment
- 2) Front Door repointing/new front door with "small jobs done right" seems expensive and maybe we need to get another quote. Andy has another to check with, Kevin Potter. Lori is going to ask Neal again. Might want to find a mason or two and not a general contractor. Lori and Andy are going to look into it. We would like to wrap that job up before winter. Andrea thinks

Elevator door entrance should be first, before the front door, that door is rotting and needs to be replaced ASAP. Andy is going to call Kevin Potter.

- 3) Downstairs bathroom quote- we have 2 quotes and need to get one more since over \$10,000. We will get a third quote and come back and discuss. May become a winter project.
- 4) Rug-Stain on rug- Rex is going to clean this Monday, Andrea has to mark the spots with sticky notes for him. Village office wasn't happy with Rex cleaning, Andrea thinks he does a good job. Lori wanted to remind us that the installer of the rugs told us that we can remove the stained square, but one of the stains is on the stairs.
- 5) Quick List Building needs/Improvements
  - a) Update wiring behind the desk, plastic cover is a trip hazard-Can DPW do this?
  - b) Meter near the microfilm reader in the basement is leaking on the floor-Can DPW do this? Or do we need to hire a plumber?-  
\*\*Andrea or Linda will ask Jeff if these things the DPW can fix or hire someone.
  - c) Also need to replace a couple of light fixtures.  
Lori is going to update the list for Jeff and Andrea will get the list to him.  
Andy would like to walk the perimeter with someone from the garden club, to see the concerns for plants.

## Staff

- 1) Update on staff meeting- Andrea said the staff meeting was on October 8, from 11-12 before open to the public. She will send out the agenda of the meeting. On Thursday morning before opening, everyone is going to do a project for an hour. It was a great meeting, all are in agreement on all. The staff really liked the meeting. Having an agenda really helped. Next month Andrea will ask staff to suggest topics for agenda. Next meeting will be 2nd Thursday of month
- 2) Weekly task list (assigned days to clean out closets/back room until projects are accomplished)

- 3) Look at job descriptions-come back with suggestions for edits in October
- 4) Brainstorm a list of projects (facility & programming). Collaborate on projects- assign projects based on staff interest

#### Library Intern -Update\*

- 1) Paperwork due at the end of Sept.- Andrea submitted all the paperwork. The goal to have an intern is next semester?
- 2) Website Progress- met with Jack from "SALS" Working in phases to work through each tab/pages. Website will look similar to Mechanicville's website. Andrea and Lori will be meeting with Jack again in the next couple of weeks.

#### Misc.

- A. Boy Scout Project update- Will planted flowers, looks good, very simple, dug holes for sign in back. Andrea is going to check and see what he is going to put on it. Hours? Making sure correct? Old sign had a plate that screwed in? Maybe can do that so if the hours change.
- B. Update on downstairs magazine room, toy room & Beautiful wood shelf- All the old magazines are gone, and all the old books. There is some old wood and bricks, going to check with Jeff to see if they can be used. Jim repaired and painted benches. Going to keep them inside for the winter, can be used in rooms for meetings if we ever have them again. Jim did a beautiful job with the old piece of furniture.
- C. Secual Harassment Discrimination Training Program (10/31
- D. Library Cleaning Update- see above
- E. Book Sale Structure
- F. Coordinate with Friends of the Library on a "project"
- G. Look at programming- What works; ideas for additions
- H. Community Based Plan of Action

- 1) Last Discussed in March of 2020- possible survey to the community to inform the plan, our mission and our facilities direction.

Meeting adjourned at

Next meeting- November 10, 2020 @ 6:30

Submitted by

Linda Gawrys- Secretary