

Ballston Spa Library BOT Meeting 5/10/22

Absent: Mike Healy

Meeting start: 6:30 pm

Minutes approved

4/12/22 minutes approved by BOT

Treasurer's Report

Clerk Account - \$6,851.62

Trustee Account - \$23,566.74

Meredith has an email in with Julia (Village Treasurer) to establish the current balance of the yearly Capital Improvement Fund (10k village allocation).

SALS grant was awarded in the amount of 5k to be put against Paul Mays architect services - Master Plan. Confirmed that monies were deposited as per Andrea.

Librarian's Report

Most all stats are up in regard to Circulation/usage. Programming is going to be in-house on Wednesdays and in Kelly Park on Thursdays for summer months. Kristin (new clerk) has been helping Andrea come up with "How-to" guides for self registration, library borrowing cards and other related items. Group discussed fines and agreed to look into the pluses and negatives of going fine free.

Action Items/Old Business (from April meeting)

Stump removal and masonry repair work orders are in with DPW as per Andrea. Waiting on scheduling.

Andrea has now gotten to a month's worth of scheduling at time and a 3pm closing on Saturdays.

The intern Cassidy from UAlbany joined our group via Zoom and Andrea and Cassidy gave a great update on the work that Cassidy did regarding the local history collection and the archival items to date. Cassidy shared some nice interactions with patrons who used the collection during her time at the library. The library team is lining up items to feature from the collection for social media posting/promotion. One example is a selection of Derby Day articles and horse paraphernalia. There were also several 70's Valentine Day cards, pictures from the library groundbreaking and various menus from local restaurants that were fairly old. Cassidy commented on the Manzur Collection scope and size. She highlighted microfilm, city directories, genealogy, old newspapers and graveyard records. She worked on how-to guides, potential website content, ideas for moving sections/subject related items, etc. Cassidy also created a nice brochure indicating what is in the collection. Andrea mentored Cassidy in regard to giving her day to day library interactions and exposures so she could experience a variety of library work.

General Library Items

Update on meeting with Paul Mays - public meeting went very well, lots of good input from attendees. Paul will gather this info and Lori emailed Paul on Tues. 5/10/22 to ask about the next meeting to check in. Board discussed the possibility of getting more pointed input from the library staff and perhaps young adults/tweens and teens. Maybe a survey tool would be best for this - like a Google form/poll.

Board discussed getting a meeting together with Field, the new director of the Brookside Museum to touch base in regard to the Christopher Morely collection. Group feels the collection would be best utilized in the museum rather than the library. Lori will reach out to Field and offer up several upcoming meeting dates.

Group discussed adding a donation tab on the library website and Andrea will follow up with Julia on the details and any related fees/costs.

The group discussed the detailed itemization done by BOT member Jim Carter and his wife Danielle related to paintings and books. We need to gather more information as to how to handle the items and how to proceed. Lori will reach out to NYLA and CDLC for input as to how to best approach this process. What are the parameters?

Open Meeting Law Changes

The BOT discussed the open meeting law changes put forth by Sara Dallas from SALS for discussion. Felt overall that allowing Zoom for a BOT member who cannot attend live is not optimal and that quorum must be met regardless for a functioning meeting. More discussion will follow to settle the plan. Exceptions would apply in scenarios where pandemic guidelines dictate.

Website Updates

Andy discussed having a dedicated clerk or time set aside for regular, timely minutes and agenda posting on the library's website. Links should be checked periodically. Andrea met with Jack (IT) from SALS and had a tutorial on best practices for loading these documents on the site.

Local History Room

The BOT talked a bit about the local history room and agreed that a dedicated, researched conversation should be scheduled for this specific topic at a future meeting. Grant opportunities for digitization or preservation could be looked into, etc. Items that would potentially need to be housed in a temperature controlled space need to be considered.

Friends of the Library Update

Andy had a discussion with Lily B. as well as Christine F. who agreed to work together to strengthen the FOL group and get things back up and running for spring. A meeting is set up for June 9th at 6 pm at the library.

Library Programming Update

Andrea is going to have a story time at the Farmer's Market up and coming, An interactive bulletin board with rain drops for people to write their favorite book titles is up in the library. Kristin is working on tween/teen summer programs, inc. Crafting with a Cause (working on items for veterans, animal shelters and the like). Wednesdays at 3pm will be Mad Science related and there may be an animal program with a museum partner from VT. Andrea would also like to host a "Touch a Truck" (fire dept., DPW, etc.) program for kids. She is also planning on an adult reading challenge where adults can win prizes/prize bundles.

L. Acee, Secretary