AGENDA

Ballston Spa Library Board Agenda

**Date | time May 10, 2022| 6:30 pm**

# Board Members: Lori Acee (secretary), Jim Carter, Michael Healey; Andy (Andrea) Manion (President); Andrea Simmons (Librarian), Meredith Tower (Treasurer)

| Time | Item | Owner |
| --- | --- | --- |
| 6:30  6:32 | Greetings, call to order  Approval of last meetings minutes | Andy  Andy |
| 6:35 | Treasurer’s Report   1. Clerk’s Fund – money raised through donations. Projects decided   on by clerks.   1. Library Fund – used to fund library programming 2. Bequests 3. Donations   C) Establish formal monthly process for tracking expenditures of yearly capital improvement fund ($10,000 village allocation)  D) SALS grant award!!!  1) process for depositing award and writing check against it. | Lori, Meredith |
| 6:40 | Librarian’s Report   1. Circulation Statistics 2. Monthly audit 3. Programming | Andrea |
|  | **Old Business**  A) Action items from April meeting  **General Library items**  A) Update on meeting with Paul Mays  1) Public meeting  2) next steps  a) prepare requisition for Paul Mays payment to submit to  Village Board  3) Donation tab added to library website  B) Itemization of books, paintings  1. Library board members please look at itemized list email from  Jim & Danielle and be ready to discuss  C) Intern update  D) Open Meetings Law changes  1) Library board members please read SALS email forwarded by  Andy and be ready to discuss  E) Website updates  1) Have a clerk dedicated to updating website  a) Develop process for uploading agendas and meeting  minutes. Minutes should be posted NO later than 2 days  after board approval.  b) Agendas should be posted before meetings  c) Clerk in charge should be checking website at least weekly  to keep it up to date. Links should be checked periodically  (monthly?) to make sure they still work.  F) Local History Room  1) Manzer Collection  2) Grant opportunities  3) Items to feature/ security/temp. control  G) Friends of Library update  H) Staff update  1) Monthly staff schedule should be implemented (per April meeting)  2) Saturday hours should now be 10-3 as of May 7th (per April  meeting)  E) Library Programming Update  1) More programming for evening events/teens  2) advertise longer Thursday hours  3) Review results of Community Survey & goals (programming in evenings/Saturdays) | Board  Lori  Lori  Andrea  Lori  Jim  Board  Andrea  Board  Andy  Lori  Andy  Andrea |
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