AGENDA

Ballston Spa Library Board Agenda

**Date | time September 13, 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  6:35 | Greetings, call to order  Approval of last meetings minutes | Andy |
|  | 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) Balance of Village allocation ($10,000 yearly)  D) Develop a monthly system for delivering library bank deposits and library program invoices to the Treasurer | Meredith |
|  | Librarian’s Report   1. Circulation Statistics 2. Monthly audit 3. Programming update   1) summer reading update  2) program development – evening book club   1. Monthly Staff Meeting update   **Old Business**  A) August action items & items tabled from the last meeting  **General Library Items**  A) Accept resignation letter from Meredith Tower from the Library Board  B) Discuss board vacancy and possible candidates  C) Asbestos testing update  D) Plan to address issues that can be remedied now (furnace pipe)  E) Friends of the Library update  F) Master Plan Grant committee update  G) NY Forward Grant (village is applying for this)  H) Review and possibly revise library board bylaws  I) Establish an updated donation policy (monetary, and other items) | Andrea  Board  Board  Andy & board  Andrea  Andy & board  Andy  Lori, Andrea & A  Andy  Mike, Jim  Mike, Jim |