

Ballston Spa Library BOT Meeting 11/08/22

Meeting start: 6:30 pm

Minutes approved

Guest: Field Horne, Director, Saratoga County History Center

Meetings put forth for remainder of 2022: Dec. 13th

10/11/22 minutes approved by BOT.

Welcome Field Horne - Saratoga County History Center Director

Field gave some background on his path in archival focused work and his current role at the Center. His primary focus had been writer and researcher and he is now working with a part-time volunteer archival team to continue critical work needed; receiving, saving, preserving, evaluating and culling.

The Library BOT group discussed the updates on the Chris Morley collection and let Field know the major portion of it is currently being housed in the Village Office with a small cabinet of materials housed on the first floor of the library. There are many upcoming events at the Center that he noted. He indicated he felt the library's best asset as far as history preservation was the microfilm holdings. Field is at the Center typically Thurs. and Fri. after 1pm.

Welcome Jason Buczek, new board member

Treasurer's Report - P. Tesch

Clerk Account - \$8,423.90

Trustee Account Library Fund - \$22,164.749

Invoices and deposits to the treasurer from Andrea will occur monthly at each BOT Meeting.

Librarian's Report

Andrea reviewed monthly circulation statistics, monthly audit, and programming.

Andrea discussed a recent visit by students from the high school originally interested in participating in an experience similar to a "page". They got to tour the building and ask questions.

The evening book club event was a big success, extremely well attended.

Discussed a library Capital Campaign jar on the counter for donations and possibly putting any clerk's funds behind the desk upon donation or in an envelope or drawer for the time being

There may be a Giving Tues. where patrons receive fine forgiveness/waived overdue fees.

Andrea purchased calendars that contain a reading challenge as a giveaway for the Dec.8th Capital Campaign Kickoff. If an attendee donates a \$100.00 they get a calendar. Andrea updated the BOT group on the Nov. 2nd library staff meeting. A form has been created to track progress of joint projects, Crafting for a Cause, New Patron Welcome Card, and a discussion on holding a special holiday craft program for Saratoga Bridges participants.

Old Business

Meeting minutes were sent to BOT members for the 10/11/22 meeting (Lori).

Discussion ensued about library fines. A policy will go in place in Jan. of 2023 to become fine free. Will examine ways to recover costs by cutting back in other areas of the budget. Andy will reach out to the new Village Treasurer about the fine free consideration.

A local "Welcome Card" was created for new residents of the area by Andrea and the clerks.

The asbestos testing contractor sent an outline of possible sampling options. Further research is needed.

Group discussed ongoing care and removal of old or damaged books and items in the furnace room.

Jim and Andrea updated the current bylaws and made necessary changes. Any additional edits please email them.

Group agreed that any deteriorated items in the furnace room that may be detrimental to the other nearby books should be removed.

The Library BOT group discussed allocating funds to work with Paul Mays on DLD/SAMS grant application work - Jan./Feb. timeframe, as well as applying for the upcoming SALS grant that allows for use towards architectural planning.

The official Capital Campaign Kickoff is scheduled for Thurs. Dec. 8th at 6:30 pm. All logistics are in process including invitation letter to Mayor Rossi and the trustees, other elected officials, and BSPA members.

Cyber insurance coverage in regard to the library as per a current Village of Ballston Spa policy has been confirmed via Jen Moskowitz.

A donations policy is in process w/ Andrea, Patty and Jim.

Andrea will solicit teen input on the library via social media.

Kanopy issues have been resolved.

Master Plan Updates

Fundraising information gathering/planning is ongoing - inc. appeal letter, press release, invite to kickoff, and donation tab details, etc.

Friends of the Library Updates

Dan Berggren, local folk/Adirondack musician will be performing at the library on Dec. 10th at 1pm for an hour of winter songs and stories for the community.

FOL are in the process of setting up a savings account for the Capital Campaign.

Lori Acee 11/12/22