

Ballston Spa Public Library Meeting Minutes (January 14, 2020)

Andrea Simmons, Library Director, Christine Fitzpatrick, Village Trustee (Library commissioner)

Board Members - Andy Manion, Jim Carter, Lori Acee and Linda Gawrys

Started out the meeting by taking a tour of the building and getting ideas on how to clean up and improve space. With more use of space for board meetings and public need to make improvements.

Minutes approved from last meeting-Jim Carter, second by Lori Acee

Treasurer's Report- Given by Andrea, Clerks fund \$6,657.47, have more to deposit from December fundraiser.

Library Account 29,370.03

Librarian's Report- December Stats down a bit with the holidays.

Book club/cookie exchange went well- 10 adults

May want to branch out on social media more, already have Facebook, may start posting on Instagram.

Old Business- Still in need of new treasurer- discussed how would be a good idea to have two people able to sign checks, Jim Carter is willing to be one of the signatories.

Front Stairs- Money that is allocated in the village budget must be used by 5/31/2020. Andy has been in contact Paul Lasky about the precast stairs from "Shea" Need to get exact measurements from our building, and get another company to come and pour a slab to sit on. Lori is going to be the contact person.

Electrical Work- Andrea has a written quote from "Clune" for electrical work on the stairway, funded by the "clerks fund" \$1,500. We would like to schedule work for late February.

Rug Replacement- Andrea has quote from T.C. Flooring out of Fonda, they were recommended by Lori, did the work at Skidmore. They gave quote for replacing all carpet upstairs and down the stairs. Will take 3

workers 2 days. Do NOT need to move books off Shelves. Cost is \$13,895 included prevailing wage. Ballston Carpet was \$18,168. We also talked about maybe checking to see if the company would donate a new area rug for childrens rug. Also discussed rolling it up for board meetings, to keep cleaner.

Cleaning Quotes- Jim looked into and got quotes from Jandra cleaning company(518 847-2531) to come in one time to do a thorough clean. One time fee of \$500 they will clean 3 bathrooms, general cleaning of doors, toilets, sinks, mirrors. Vacuum and mop the floors upstairs, Vacuum floor in large children's room including all baseboards, doors and windows. We would also like to get in our budget for next year a 2 or 3 times weekly cleaning service.

New Business- We are sorry receive the resignation of Paul Lasky, we will miss him on the board. Thank you for all your dedication and hard work for our library.

We have a recommendation for a new trustee. **Mike Healey** has agreed to join our board and step in as treasurer. We look forward to working with Mike. Linda Gawrys made a motion to accept Mike. All in favor.

Budget- Next meeting we need to spend 30 minutes working on budget for next year. Need to work on improvements- quotes on remodeling bathrooms, utility sink for downstairs.

Facility Committee- We now have a Facilities Committee to work on/oversee projects, members include Andrea, Jim, Lori and Linda. Having our first meeting on January 30, 2020 at 6:00 PM.

Friends Of Library- We have agreed that it would be a good idea to have one board member a month go to "Friends of Library" meetings, to show our support of the group. Lori is going to the next meeting on Feb. 5th, 6PM They change from evening meetings to daytime meetings. Linda said she could attend day meeting.

Art work- Jim Carter and wife Danielle have been doing some research on some really neat artwork that has been in the library. Will discuss later about maybe selling or rehanging. Also have been checking on value of some collections of books. Thank you for all your hard work, Very interesting!

Next meeting February 11, 2020
6:30 PM (Time change)

Submitted by
Linda Gawrys
Secretary