

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	Greetings, call to order	Andy
6:32	Approval of last meetings minutes	Andy
6:35	Treasurer's Report	
	A) Clerk's Fund – money raised through donations. Projects decided on by clerks.	
	B) Library Fund – used to fund library programming	
	1) Bequests	
	2) 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	Andrea
	A) Circulation Statistics	
	B) Monthly audit	
	C) Programming	
	Old Business	
	A) Action items from April meeting	
	General Library items	
	A) Update on meeting with Paul Mays	Board
	1) Public meeting	
	2) next steps	Lori
	a) prepare requisition for Paul Mays payment to submit to Village Board	Lori Andrea
	3) Donation tab added to library website	Lori

Time	Item	Owner
	B) Itemization of books, paintings	Jim
	1. Library board members please look at itemized list email from Jim & Danielle and be ready to discuss	Board
	C) Intern update	Andrea
	D) Open Meetings Law changes	Board
	1) Library board members please read SALS email forwarded by Andy and be ready to discuss	
	E) Website updates	Andy
	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	Lori
	1) Manzer Collection	
	2) Grant opportunities	
	3) Items to feature/ security/temp. control	
	G) Friends of Library update	Andy
	H) Staff update	Andrea
	1) Monthly staff schedule should be implemented (per April meeting)	
	2) Saturday hours should now be 10-3 as of May 7 th (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)	

Time **Item**

Owner
