

Ballston Spa Library BOT Meeting 1/10/23

Meeting start: 6:30 pm

Minutes approved

Guest: Paul Mays, Architect

12/13/22 minutes approved by BOT.

Welcome Paul Mays - Architect for Library Master Plan

Paul discussed pre-construction planning and environmental analysis. Ambient will issue a pre-construction report once the process is complete. BOT will need to vote and put before the Village BOT group a proposed retainer for Paul to work with the Library BOT group on planning for up to 12 hours of time in approaching the next phases of the library project work. Time estimated at \$2,000 not to exceed 12 hours.

Paul suggested Andrea begin to compile narratives, descriptions, statistics, and demographics related to working on the DLD grant proposal that would be worked on in August and September of 2023.

Treasurer's Report - P. Tesch

Clerk Account - \$8,638.90

Trustee Account Library Fund - \$22,309.74

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. The Dan Berggren songs and stories program in early Dec. with FOL was a big success with 40 attendees and great participation.

Andrea discussed having purchased a variety of Ballston Spa merchandise to sell during the holiday season. These items were popular with patrons.

She discussed the possibility of SALS libraries potentially sharing e-content for patrons use and a potential combining of regional libraries in this endeavor.

Library safety was discussed and further discussion will be had about training opportunities for staff to handle various issues that may occur.

Andrea will begin the process of pre-budget work in preparation for meeting with the Mayor.

Old Business

Meeting minutes were sent to the Library BOT members for the 12/13/22 meeting (Lori).

The bylaws were emailed to the Mayor and Village BOT along with Jen Moskowitz of the Village Office. The Library BOT group voted to approve these bylaws. The Collections Policy was also forwarded to the Village BOT and Mayor for their files.

Discussion ensued about library fines. Andy will speak with Mayor Rossi and the Library BOT group agreed that waiting until the new fiscal year begins is a better time to consider going fine free after a fiscal assessment is considered from this year's budget.

Andrea will submit SALS Challenge Grant application by April 1, 2023 for additional grant money possibilities to be used for architectural planning work with Paul Mays.

Annual Appeal letter for the library's Capital Campaign work has gone out to Village residents. A follow-up meeting to meet with FOL is up and coming to discuss a policy for thanking and recognizing donors. Andy emailed Dana Worner (BSPO) and Stuart Williams (BSCSD) to email blast letter as well.

Jason B. will begin working on a sign for the Capital Campaign to show monetary progress.

More details will be discussed and finalized for a Craft Lending Library and other programming with Kate VanBuren.

A permission form for photo use was developed for children/parents and adults who attend programming (by Andrea).

General Library Items

The BSPL/FOL received a grant award from the Alfred Solomon Testatory Trust in the amount of \$100,000 - end of Dec. 2022.

The Appeal Letter went out to the Village community of residents late Dec./early Jan. via the postal service and the cost will be split between the BSPL and FOL.

The Library website will be updated with a donations tab/PayPal option and more updates to the FOL page with additional information on the Capital Campaign soon. Will confirm with Meredith

Tower about the possibility of a QR code that can be scanned at the front library desk or on promotional materials to lead to PayPal for donation purposes. FOL Facebook page has more content being added.

Friends of the Library Updates

FOL meets in Jan. on 1/19 - more updates to follow.

L. Acee 1/14/23