

## **Ballston Spa Library BOT Meeting 3/21/23**

**Meeting start: 7 pm**

2/14/23 minutes approved by BoT

### **Treasurer's Report - P. Tesch**

Clerk Account - \$8,638.90 (2/14/23) P. Tesch to update

Trustee Account Library Fund - \$22,309.74 (2/14/23) P. Tesch to update

Village allocated balance 5k (of 10k yearly)

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 that Kanopy (movie streaming platform) & Libby (e-books, e-magazines) usage is up and the discussion she had with staff for summer program planning.

### **Old Business**

Meeting minutes were sent to the Library BOT members for the 2/14/22 meeting (Lori).

**Andrea will submit SALS Challenge Grant application by April 3, 2023 for 5k to be used for architectural planning work with Paul Mays.**

Board discussed defibrillator options/research for possible purchase and installation. Andy will email the ambulance corp. about this. Lori will provide info to Andrea from a local health organization for Narcan training possibilities.

The Lions Club was thanked via email by Andy for offering to help pledge money for the Capital Campaign. A couple BoT members will plan to attend the Lion's upcoming meeting on 4/19 at 6 pm at the Hideaway in Malta.

Jason B. has begun working on a sign for the Capital Campaign to show monetary progress.

Andrea will reach out to Kate VanBuren to confirm details for the craft lending library idea and art classes potentially with the Arts Council. Andrea has secured some Audubon backpacks related to birding for patrons and will see if she can roll these out close to the Birdhouse events coming up in the Village.

## **General Library Items**

### Capital Campaign Update

Planning is moving towards the auction for a May 11th gathering. The Elks offered free use of their venue. Invites need to go out to politicians for the auction and local contacts. A flyer and press release are in the works. There will be approx. 100 items for auction.

Meredith Tower confirmed via a recent FOL meeting that a Venmo QR code is available that can be scanned at the front library desk or on promotional materials.

### *Architect meetings*

Mayor Rossi, Trustee Kormos, Jason B. Lori A., architect Paul Mays and Andrea S. met on 3/7 at the Village office to discuss Paul's proposal to move forward with engineering/architectural drawings in the pre-construction phase. The plan was emailed to the Library BoT by Paul and forwarded to the Mayor and Village BoT group on 3/25 to be placed on the agenda for the Mon. 3/27 Village Board meeting for their consideration.

### *BoT vote*

**The Library BoT voted to approve the engineering/architectural drawings work facilitated by architect Paul Mays** and to pay for the work in monthly installments to be split between this fiscal year and next fiscal year.

### *Naming opportunities*

Andy, Christine, Lori and Andrea met to discuss naming opportunities using suggestions from Paul (architect) and other researched sources for libraries. A comprehensive list was created and will be scaled back a bit. Phase 1a and 1b will be the initial focus, rolling out the rest as the project progresses.

### Fundraising Progress

#### *Auction update*

Jim Carter discussed the fundraising auction details set for May 11, 2023 at the Elks. The FOL group has been working on all the pieces along with the Library BoT, and director. Invites need to go out to local politicians.

### *Local representatives*

Members of the Library BoT and Christine F. met with assemblywoman Mary Beth Walsh, Members of the BoT, Andrea S. and Christine F. met with Senator Jim Tedisco. Christine F. met with Paul Tonko. A future meeting is set up on April 4 with Carrie Woerner with members of the Library BoT, Andrea S. and Christine F.

Lori submitted applications with Senators Schumer & Gillibrand's offices for Congressional earmark funds related to libraries and to Senator Tonko's office related to Community Project Funding Requests. These applications requested the amounts of \$300k max. - \$150k min. for the library's Master Plan project.

### *BSPA meeting*

Andy and Danielle T. (FOL) attended a BSPA meeting to discuss the library's Capital Campaign. Many connections were made and good follow-up is planned to benefit from these key business folks. June from the BSN Bank offered a business of the month spot for the library to display our Master Plan and Capital Campaign information in 3 bank branch locations.

### *Grants progress*

A grant proposal for 75k was submitted to WG Broughton Foundation in March. An application is in the works for the JM McDonald Foundation for 75k to be submitted in mid-April.

### *Village budget process/Library Budget 2023*

Andrea attended the meeting with Mayor Rossi and the Village BoT group. 10k was discussed as the allocation for next FY along with 20k set aside for potential pre-construction costs if needed.

### *Policy for library electric sign*

A community member requested the use of the electric sign for advertising a fundraising event. Andy reached back out to facilitate. The Library BoT group will read example policies from other libraries that Andrea researched and will respond back to Andrea. Andrea shared 3 options for a letter/policy for the community

### *Trustee continuing education*

Reminder was given to fulfill this.

## **Friends of the Library Updates**

Andy, Lori, and Andrea attended the last FOL meeting on 3/16. All fundraising notes are included above. A Venmo QR code is now available and will be promoted on the website and via social media for Capital Campaign donations.

L. Acee 3/24/23