

Ballston Spa Library BoT Meeting 11/12/24

Meeting start: 7pm

Minutes approved for 10/15/24 meeting by BoT Group

Next Meeting: 12/10/24

Treasurer's Report - P. Tesch

Clerk Account - \$10,839.40 (ck)

Trustee Account Library Fund - \$13,169.53 (ck)

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

Patty will update the BoT group of any additions.

Librarian's Report

Andrea updated the BoT group on programming, librarian reports, and staff meeting info. No book donations will be accepted during the Phase 1A preparation and construction.

Offsite story time at the BACC will resume on Nov. 7th (Mary Ann is back from vacation). The BACC location may stay in place until early April of 2025.

Andrea reconfirmed that Schenectady County Library System will be leaving SALS (9 branches). They will be joining the Upper Hudson Library System. Starting 11/1/24 patrons can no longer place holds on SCPL items, even if they will pick it up at a SCPL library. Patrons may check out an item taken off the shelf at the SCPL library.

Andrea met with staff and discussed the kick-off meeting for the contractors. There will be noise off and on, vibration and potential dust. Sporadic closure may occur with prior notice.

Books were moved and shelves from the area where the temporary wall will be put up in the fiction section. Kristen suggested/created a leaflet for patrons alerting them to the upcoming construction, parking, and entrance changes.

Andrea will periodically update the electronic sign with changes.

The staff and Andrea discussed the Groundbreaking Ceremony and related info. Staff and their +1 were encouraged to attend.

Andrea spoke with staff about their yearly holiday party. They are brainstorming about an alternate spot to hold it.

Ongoing: Andrea confirmed she is making copies by month of any invoices submitted to the Village for payment, aligning with Patty w/ Excel Spreadsheet and folder of copies for each fiscal year.

Old Business/Action Items

Check in with Karla regarding the Code of Conduct document (rolling over from prior meeting).

Andrea will create a graphic annual report with the past year's statistics for the BSPL website (rolling over from 7/9/24 BoT mtg.) Christine will work with Andrea to also draft an annual appeal graphic mailer.

Continue to inquire about parking lot retaining wall damage with DPW or other, and Mid State Roofing as we enter into the fall season. Follow up in motion 11/22/24.

Reminder to BoT group to partake in continuing education by the end of the calendar year (Jan. 2025).

General Library Items

First meeting with the contractors went well - work/project to begin on Mon.11/18/24.

BoT Group voted to approve Butler Rowland and Mays invoice #11 (the first post after the Phase 1A construction start).

Reviewed Hoopla expenses and agreed on a 3 item limit (vs. 5) per patron to control costs. Discussed plan.

Dept. of Library Development Funds are slightly delayed. Andrea confirmed funds.

Small committee set up to work on interior design elements and finishes: Andrea, Lori, Patty and one staff member.

Andy set up and emailed out a confirmation of BoT members and dates to rotate and attend biweekly contractor update/progress meetings for Phase 1A construction.

BoT group voted in favor of a recommended waterproofing membrane/suggestion for the addition as per Bunkoff's recommendation. Change order approved by Library BoT group. Forward to Village Trustees as per architects.

Friends of the Library

Friends participated in The Way We Were Car Show on Oct. 13th. They raised over \$400 dollars in donations between reg. donations and the raffled items.

Capital Campaign Update

Contractor bids for Phase 1A of the library's Master Plan project, from architects Butler Rowland Mays, are approved by both the BSPL BoT group and the Village Trustees.

Groundbreaking Ceremony details were discussed. Date set for Sunday, Nov. 17th. Volunteer list is set up.

Misc.

NYS Trustee Handbook and Library policy updates, to be continued after Dec. 2024 meeting and start of Phase 1A.

L. Acee 11/22/24