

Ballston Spa Library BoT Meeting 8/13/24

Meeting start: 7 pm .

Minutes approved for 7/9/24 meeting by BoT Group

Treasurer's Report - P. Tesch

Clerk Account - \$10,839.40

Trustee Account Library Fund - \$13,593.14

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. Storytime with Village guests has been going great. The BACC has agreed to host storytime starting Sept. 5th throughout the construction for Phase 1A of the library. This may go until early April of 2025. Discussion for Fiber Arts meet up and Bookclub ongoing - likely will take place on 1st floor or other area. FoL can meet in the 1st floor couch area/photocopier area. Will continue to monitor Hoopla usage and watch the numbers to be sure it is not being overutilized.

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

Andrea to notify Village Attorney - Karla B. of Village as "insured" for the Library in regard to the construction project.

Check in with Karla regarding the Code of Conduct document.

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.)

BoT group discussed having 1-2 BoT members attend the budget meeting each year in late Jan. early Feb., which occurs with Andrea and Mayor Rossi/Village Treasurers. Andrea to notify BoT group in advance of the scheduled date.

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

Review Ring expenses June/July/Aug.

Friends of the Library

Friends are participating in Family Fun Day on Aug. 18th and The Way We Were Car Show on Oct. 13th. Carol Beals has offered a treasured car buff leather coat from her late husband David Beals as a raffle item for the library.

Capital Campaign Update

Invitation to Bid went out on August 1, 2024 for Phase 1A of the library's Master Plan project, from architects Butler Rowland Mays, inviting contractors to submit a prime contract offer for the Ballston Spa Public Library - Reading Room Addition.

Groundbreaking is on track for Fall of 2024 for the Reading Room/Local History Room addition.

Cloudsplitter Foundation. sent a check for \$2,500, Mandy Rider donated 1k from the Mark Rider Memorial after the 8/13/24 meeting.

Library BoT members Andy Manion and Lori Acee, along with Director, Andrea Simmons, will present an overview of progress, the Phase 1A timeframe, availability of the library, and fundraising at the Sept. 9th Village of BSPL BoT meeting.

Misc.

Board President Andy Manion requested that Andrea notify the BoT group of any maintenance issues that arise ongoing for the library building, and of any planned vacations to optimize communications.

Board and Library Director Andrea created a plan for cleaning up unneeded items in the Community Room in preparation for construction to be completed by the end of Aug. FoL and BoT volunteer sign-up/schedule will be available.

The air conditioning units were serviced with one needing replacement, and the side roof was inspected for a small leak after a heavy storm.

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

L. Acee 8/24/24

