

## **Ballston Spa Library BoT Meeting 9/10/24**

**Meeting start: 7pm**

**Minutes approved for 8/13/24 meeting by BoT Group**

**Next Meeting: 10/15/24**

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

Clerk Account - \$10,839.40

Trustee Account Library Fund - \$13,169.53

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 has been going well. Some toys have been brought for use at the BACC. This location may stay in place until early April of 2025.

A program where patrons can "buy a book" for our "new look" has been proposed as a fundraiser for the Capital Campaign. Kids can pick a "book" and donate.

A literary themed pumpkin contest will be rolled out to patrons with pumpkins due on Oct. 15<sup>th</sup>. Faux Castle Farms gift cards will be given as prizes. The winner will be determined by patrons' choice (voting). Winners will be announced on Oct. 29<sup>th</sup>.

Andrea reconfirmed that Schenectady County Library System will be leaving SALS (9 branches). They will be joining the Upper Hudson Library System.

DPW has lent a huge hand in recycling anything needed and also removing any trash or debris related to the clean-up of the Community Room in preparation for construction on Phase 1A.

*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 (rolling over from prior mtg.)

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.)**

Continue to inquire about parking lot retaining wall damage with DPW or other, and Mid State Roofing as we enter into the fall season.

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

## **General Library Items**

Phase 1A bidding process went well, awaiting architects' review.

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

Dept. of Library Development Funds are slightly delayed. Awaiting updates.

Meredith Tower (FoL Treasurer), Patty Tesch (BSPL BoT Treasurer), Lori Acee (BSPL BoT Secretary), Andrea Simmons (Library Director), Melissa McCann (Village Treasurer) and Rebecca Little (Village Deputy Treasurer) met to discuss treasurer related processes for Phase 1A.

## **Friends of the Library**

Friends are participating in The Way We Were Car Show on Oct. 13th. Carol Beals has offered a treasured car coat from her late husband David Beals as a raffle item for the library. Various raffled items will be featured.

## **Capital Campaign Update**

Bid reviews for Phase 1A of the library's Master Plan project, from architects Butler Rowland Mays, from contractors who submitted a prime contract offer for the Ballston Spa Public Library - Reading Room Addition are in process.

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

**Misc.**

BSPL BoT group, Library Director, and FoL group have been working diligently cleaning up unneeded items in the Community Room **to be completed by Sept. 27<sup>th</sup>** in preparation for construction.

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

L. Acee 9/21/24