




Ballston Spa Public Library Board of Trustees

**Lori Acee, Secretary; Jason Buczek; Jim Carter; Andy (Andrea) Manion, President;
Andrea Simmons, Library Director, Patty Tesch, Treasurer;
Mary Price-Bush, Village Trustee & Library Liaison**

Agenda

- I. Call to Order**
- II. Vote on August meeting minutes**
- III. Treasurer's Report**
- IV. Librarian's Reports**
- V. General Library Items**
 - A) Phase 1 A progress
 - 1) Items for new areas to order – blinds, book carts, etc..
 - 2) Installation of audio/visual
 - 3) Room maintenance schedule
 - 4) Rotating local history room features
 - B) Phase IB – progress
 - 1) DLD grant submission time line
 - C) Creating a yearly/monthly organizer (see attached ideas) – Andy
 - D) Friends of the Library update
 - 1) Upcoming events
 - E) Action Items
 - 1) Contact Dan (insurance adjuster) about replacing water fountain – Andrea
 - 2) Contact CD about cleaning out book drop room so that it can be used – Andrea

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- 3) Blinds for the new rooms – contact Debra to have her measure and give an estimate – Andrea/Lori
 - 4) Clear policy stating no food/drinks in the new rooms. Crafting groups (that use glue, glitter and other potentially messy items) will be directed to reserve the community room. This should also be clear on the sign up sheet on the website. – Andrea
 - 5) Can we get “Reserved” tags that go over the door knobs of the new rooms. Ask Paul – Lori
 - 6) Reach back out to Caitlin Parwana about the 2 large trees in the front of the library – Andy
 - 7) Send items for a yearly, monthly, daily calendar suggestions to the group to discuss at August meeting/ perhaps devising different calendars (maintenance/staff/budgeting/programing etc...– board/Andrea
 - 8) Send questions & concerns about the Farm to Library program to Andrea & Andy – board
 - 9)** Write a letter requesting increase of funds from the Town of Milton so that the board can
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