

Ballston Spa Library BoT Meeting 1/13/26

Meeting start: 7pm

Location: Ballston Spa Public Library

Minutes approved by BoT Group for 12/9/25 Reg. Mtg.

Next special meeting: 1/27/26

Next regular meeting: 2/9/26

Treasurer's Update: Clerk Account: \$8,461.98 & Trustee Account Library Fund: \$13,109.79

Librarian's Report

Andrea updated the BoT group on programming and librarian reports via email. The BoT group discussed working with Stanko HVAC upon thermostat installation to have setpoints for the heating system, inc. lowering the heat setpoint when the library is closed as a cost saving measure. The topics of: office supplies and library collections were also discussed. Evening Book Club will be held on Jan. 8th and the afternoon session will be held on Jan. 28th, Paws to Read will take place on 1/24, Kristen H. (clerk) ran a hands-on Libby and Hoopla training session "Tech Talk" on 1/10, it went well and was well attended, Launchpads were introduced on 1/14, Blind Date with a Book starts on 2/1.

General Library Items

Phase 1A Progress:

Lori reviewed Uline metal storage cases suggested by Meghan Brennan architect - *BoT voted to order 4* of those units with DLD furniture funds remaining. Dimensions: 36x24x72" - Gray - item # H-2216 - will fit banker box dimensions.

Andrea has details from quotes from Demco, and Uline to follow up with order placing. Ace Windows set to install on 1/26.

Attic abatement and insulation installation is complete. Invoices are being processed against the Village's Capital Plan funds.

Alfred Solomon formally declined grant application for FY '26 related to Phase 1B/2 due to heavy application volume.

Andrea to research pricing and plumber install for water fountain with 2 local leads.

Jason and Andy will arrange to meet with Andrea to discuss budgeting planning and calendar scheduling/planning items - *please confirm status before next meeting in Feb.*

BoT group toured storage spaces to update status of cleaning out and paring down unneeded or excess in these spaces in preparation for more construction, Farm2Library, and improved work flow.

Andrea emailed out to NYHF to get an update on the status of the full Local History Collection preliminary review. More emphasis on modernizing online access to the Local History Collection for patrons/links to material.

New Southern Adirondack Library Systems Executive Director, Kim Bolan, will tour the library and meet with Andrea, Andy, Lori, and Paul Mays - Architect on 1/29 at 1pm.

Friends of the Library:

The next FoL meeting is their Annual Meeting - on Thurs. 1/15 where voting for Friends' officers will occur. Basket Raffle to occur in April around the Easter holiday season to coordinate with Milton egg hunt - high volume of parents and children. Baskets will also be featured in the library itself.

Grants Group:

A grant request was submitted to J.M. MacDonald Foundation in early Dec. requesting 25k - 50k by the grants group - it is in process.

A social media annual giving/end of year giving blitz was co-coordinated for Dec. '25 related to content and sequencing between Kristen H. (clerk) and Lori.

Meredith Tower, treasurer confirmed approx. 24k in donations within a 3 mos. period that held social media blitzing for Giving Tues. and Year End Giving, as well as the Annual Appeal Postcard, and donations in memory of former President Christine M. Fitzpatrick.

Action Items:

Program thermostats to maximize efficiency and lower costs.

New keys to be made and updating the system for signing out building keys for project use. How often is the security code changed? Include key disbursements on Andrea's weekly library report.

Andrea will continue to tweak yearly, monthly, daily calendar/organizer sets to communicate: building maintenance, staff related items, budgeting, programming, etc. Sharing of weekly calendars with the Library BoT group each week to relay & confirm upcoming progress and happenings in the library. Assign ongoing maintenance areas to the clerks to help keep things in good shape.

Patty: check in with Milton Town Board on results of budget meeting that occurred and possible library support. Get budget information from 23/24 abstracts to plan for 26/27 budget planning.

Paul Mays architect to attend the next BoT meeting by Zoom on Jan. 27th to check in on Phase 1B/2 and for some preliminary drawings for the “stairwell tower” - entry, teen area, etc.

Andrea’s Library Weekly Update:

Andrea to please note any invoices submitted to the Village on the weekly report.

Create a shared virtual/manual “New Building Book” w/ “go to” lists to keep all new items in a central location: mechanical systems (install dates, equip manufacturers), furniture makers and samples/colors by new rooms, carpet vendors, etc. Contacts to reach for issues etc.

Andrea’s whiteboard with cork back order - to post against MBW funds - Andrea to please confirm with Village Treasurer.

Andrea: please update progress when cartridge recycling box is sent for emptying at recycling location.

Andrea updates on: old microfilm reader printer posted as available to another library. Posted to CDLC.

Purchase a small “keybox” on Amazon, or similar, to assign tags with cupboard locations for new keys issued for cupboards/cases in Local History Room and Reading Room.

Farm2Library is almost in place to begin. More details and confirmation of start date to come.

Meeting adjourned

L. Acee 1/25/26