

Ballston Spa Library BoT Meeting 2/9/26

Meeting start: 7pm

Location: Ballston Spa Public Library

Minutes approved by BoT Group for 1/13/26 Reg. Mtg. & 1/27/26 Special Meeting w/ Architects

Next Supplemental Meeting: 3/3/26 at 6:45pm - Next Reg. Meeting 3/10/26

Treasurer's Update: Clerk Account: \$8,562.70 & Trustee Account Library Fund: \$13,110.90.

Librarian's Report

Andrea updated the BoT group on programming and librarian reports. The BoT group discussed a meeting date for Andrea, Patty and Jason to meet to discuss budgeting. Farm2Table will begin in early March final check-in and approval all set with the Village. Blind Date with a Book started on 2/1, AARP appointments for tax prep begin on Feb. 6th., Evening Book Club will be held on Feb. 12th and the afternoon session will be held on Feb. 25th. The Winter Olympics Reading Challenge runs from 2/6 - 2/24. A Road Scholar e-feature on Harriet Tubman will take place on Feb. 28th at 10:30 am. Andrea will finalize the Net 30 process for Ingram with the Melissa, the Village Treasurer, to get the application done. Patty discussed discontinuing working with the vendor: Knowbuddy due to delayed payments and invoicing. The NY Heritage report for the Local History Room was received. The committee will begin to work with the recommendations towards completing the goals.

General Library Items

Phase 1A Progress:

Uline metal storage units were returned due to damage and doors not assembled in alignment by the vendor on delivery.

Demco book trucks were exchanged for same items but in the color black.

Andrea was given information for a local plumber that deals with filling stations/fountain purchases and installation.

Friends of the Library:

The Basket Raffle fundraiser will occur in April around the Easter holiday season to coordinate with Milton egg hunt - high volume of parents and children, and several local restaurants. Baskets will also be featured in the library itself. An Open Mic night is also being planned.

Grants Group:

A grant request was submitted to the Community Impact Grant in Feb.

Action Items:

Andrea to give March update on upstairs bathroom door rubbing against the floor - have DPW check on this prior to March meeting. Check peeling paint in areas near side entrance and side closet.

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.

Town of Milton committed a Gap Plan amount of 35k for two years (70k total). Andy will compose a letter of thanks from BoT attendees and Andrea.

Paul Mays & Rich Horsch architects presented to the BoT group 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. Lori will reach out to Rich for new phase construction drawings to be used for upcoming community events.

Andrea to follow up on a session to use the audio visual equipment with Ray Audio Video for staff.

Circle back to list of *Tasks to be Completed by 2/11*.

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.

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.

Meeting adjourned

L. Acee 3/1/26