

Ballston Spa Library BoT Meeting 3/16/26

Meeting start: 7pm

Location: Ballston Spa Public Library

Minutes approved by BoT Group for 2/10/26 Reg. Mtg.

Treasurer's Update: Clerk Account: \$8,654.36 & Trustee Account Library Fund: \$13,110.91

Librarian's Report

Andrea updated the BoT group on programming and librarian reports. Farm2Table will begin in early March with the Ribbon Cutting on Tues. 3/31. The Grief Experience Author Roundtable and Book Signing is also scheduled on 3/31. AARP appointments for tax prep began on Feb. 6th and continue. Liz Kormos (BSPA House & Garden Club) to give talk on the Seed Library and tips for gardening and March poetry month activities with the Arts Council are planned.

General Library Items

Election of Officers for the Year: Andy Manion - President, Patty Tesch - Treasurer, Lori Acee - Secretary

Phase 1A Progress

DLD equipment purchases in progress: working on finalizing door quotes (Lori)

Phase 2

Southern Adirondack Library Systems reached out to confirm they have recommended an increase in funding to 85% from 73% for Phase 2 via the DLD (Dept. of Library Dev.).

Library Plan of Service

Andrea, Andy, Jim and several community members will begin working on this document.

Budget Planning

- **Flexible staffing** - discussed changing Kristen Hyman's part-time Library Clerk role to a part-time Library Assistant role to adapt the current & future needs.

Friends of the Library

The Basket Raffle fundraiser will occur at the Ballston Spa & Milton Easter Egg Hunt and at several local restaurants. Baskets will also be featured in the library itself. A Jazz community night and basket winner announcement is scheduled at the Elk's on 4/30 at 6:30 pm.

Local History Room update

The group discussed key points of the NY Heritage report for the Local History Room. The Local History Committee has begun to work with the recommendations towards completing the goals.

Grants Group:

A grant request was submitted to Broadview Federal Credit Union requesting 50k.

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.

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. ***Discuss at next meeting.***

Andrea's whiteboard with cork back order - to post against MBW funds - Andrea to please confirm with Village Treasurer. ***Confirm at next meeting.***

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

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. ***Confirm at next meeting.***

Meeting adjourned L. Acee 4/4/26