

Ballston Spa Library BoT Meeting 4/14/26

Meeting start: 7pm

Location: Ballston Spa Public Library

Minutes approved by BoT Group for 3/13/26 Reg. Mtg.

Treasurer's Update: Clerk Account: \$8,655.10 & Trustee Account Library Fund: \$13,111.02

Librarian's Report

Andrea updated the BoT group on programming and librarian reports. Farm2Table is very popular. The Grief Experience Author Roundtable and Book Signing was very well attended and very meaningful to all. AARP appointments for tax prep began on Feb. 6th and are finishing up - extremely busy. The Quiet Chapter Club is scheduled for April 23rd 6:30 pm - 7:45 pm, Craft & Unwind is scheduled for April 28th from 6 - 7:30pm,

General Library Items

Book cart wheel install - moved to next mtg. 5/12.

General structure for BOCES high school library intern was discussed.

Phase 1A Progress

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

Phase 2

Reach out to architects and Mayor Rossi to have a Zoom related to the roof testing and project.

Andrea had quotes for waterfountain and install. A motion was made & approved to accept Brandon Krystal as the installer and to purchase the Elkay EZ 20 not to exceed \$1600.00 for fountain and \$300.00 for install.

Preliminary drawings were shared from the architects that Accent Furniture created for Teen Space furniture proposals.

Library Plan of Service

Andrea, Andy, Jim and several community members began working on this document. Community members Ethan Gormley and Diane Burke are helping with the work. Focus group questions are being worked on. Efforts to focus on seniors in the community were discussed along with reaching out to Dave Woemer to see if he might set up the data for a report format & possibly help with interpreting results.

Budget Planning

- Kristen Hyman's part-time Library Clerk role has been changed to a part-time Library Assistant role to adapt the current & future needs.
- The group agreed to set up a meeting with treasurers from BoT group, Lori, and Melissa Village Treasurer, along with possibly Rebecca, Village Clerk, to review all Library funding lines sometime in early June.

Friends of the Library

A basket winner announcement is scheduled at the Elk's on 4/30 at 6:30 pm. along with the Jazz event and 50/50.

Grants Group:

A grant request was submitted to Broadview Federal Credit Union requesting 50k. Update: this was not funded by Broadview.

Misc.

Ongoing Zoom programming free to staff is encouraged i.e. CDLC (Capital District Library Council).

Plantings for the front of the building: Andy is working with the Garden Club, Brookside Nursery, and other volunteers, to remove old overgrown shrubs and replace them with new. The BoT group approved the amount of not exceeding \$600.00 for 3 to 4 shrubs from Brookside, mulch/compost not to exceed \$400.00 for a total of \$1,000.

Action Items:

DPW List for May: upstairs bathroom door rubbing against the floor - have DPW check on this prior to May meeting. Check peeling paint in areas near the side entrance and side closet, flashing, and rubbing of elevator door room access on floor. Also, check on their ability to remove shrubs for planting new (by volunteers).

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 the next meeting.***

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

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

Meeting adjourned L. Acee 5/3/26