

Ballston Spa Library BoT Meeting 5/12/26

Meeting start: 7pm

Location: Ballston Spa Public Library

Minutes approved by BoT Group for 4/14/26 Reg. Mtg.

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

Patty Tesch - absent

Librarian's Report

Andrea updated the BoT group on programming and librarian reports. Andrea noted that the stats for Saratoga County libraries under SALS showed BSPL as #6 in usage for OverDrive (ebooks, audiobooks & magazines from our library) which is accessed by users through the free Libby app (a system-wide sharing) under SALS. A SOAR exercise was held during the last library staff meeting (Strengths, Opportunities, Aspirations, and Results). The first silent book club was held for patrons with 6 people in attendance. It was noted by a public attendee to the this meeting that the Brookside Museum holds a book club currently focused on history. Andrea shared that she was contacted about hosting a traveling exhibit for the 250th United States Birthday celebration. There will be a display with artifacts and a brochure with related information. The youth program for Pokemon card swapping was a big success over the April break.

A trends for Teen Spaces, a Mahjong informational meeting, and a Digital Skills Series - Is it a Scam set of meetings are in the works for early June.

Highschool intern Isaiah will submit an overview of his findings on Teen Spaces and input for the BoT meeting in June.

General Library Items

Book cart wheel install - moved to next mtg. 6/6.

Jason co-created a Google Drive location for folders, agendas, meeting minutes, budget items, policies etc. To be rolled out.

The fountain order and installer information was discussed.

Phase 1A Progress

DLD equipment purchases in progress: door quotes submitted and order in progress with Wainschaf. Following up on remaining furniture deliveries with Accent. (Lori)

Phase 2

Quote for Roof Scan testing is needed to address roof evaluation for next phase.

Waterfountain purchase and install is established.

Library Plan of Service

Andrea, Andy, Jim and several community members are continuing the work on this document. Community members Ethan Gormley and Diane Burke are helping with the work. The online survey will be rolled out to the public. There will be tabling during the school budget vote.

Budget Planning

- 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. Check with Patty on scheduling.

Friends of the Library

Friends are planning to work on a larger book sale effort later in the summer.

Grants Group:

Meeting is scheduled for early June to discuss next round of DLD funding timeline, current scenario, and future Phase 2 funding strategy and planning.

Misc.

Plantings for the front of the building: Andy is working with the Garden Club, Brookside Nursery, the Lions, and other volunteers, to remove old overgrown shrubs and replace them with new, along with laying river rocks in the front and corner/side of the library.

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 and the peak in rear of building with missing siding.

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.***

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.***

L. Acee 6/6/26