

Ballston Spa Library BoT Meeting 6/8/26

Meeting start: 7pm

Location: Ballston Spa Public Library

Minutes approved by BoT Group for 5/12/26 Reg. Mtg.

Treasurer's Update: Clerk Account: \$8,934.56 & Trustee Account Library Fund: \$13,115.21

Intern Presentation

Highschool intern Isaiah presented an overview of his findings on Teen Spaces and input to the board. Excellent research, preparation, and content.

Librarian's Report

Andrea shared that she confirmed hosting a traveling exhibit for the 250th United States Birthday celebration. There will be a display with artifacts and a brochure with related information. A program on Revolutionary Schenectady with a Schenectady history educator is planned for July 2nd. Upcoming book clubs are on: July 9th and 22nd, Teen Nights on Thursdays, Dino-Mite Discovery sign up is on July 8, Summer Story Time with Mystery Guests - will occur on Thursdays July 2nd - Aug. 27th.

General Library Items

Book cart wheel install - moved to a work day mtg.

Jason co-created a Google Drive location for folders, agendas, meeting minutes, budget items, policies etc. Sent to all board members and Andrea.

The fountain order and install is confirmed.

Phase 1A Progress

Door order for lower level is expected in 8-12 weeks.

Phase 2

Group will confirm Roof Scan proposal when Steve Rowland (architect) returns from vaca.

Library Plan of Service

Andrea, Andy, and several community members are continuing the work on this document. Community members Ethan Gormley and Diane Burke are helping with the work. Response has been strong to the live survey. Focus groups have been ongoing. Andrea mentioned work on establishing a teen advisory group of volunteers to work on programming, etc.

Friends of the Library

Friends are working on a larger book sale effort for early Aug. and a watering schedule for the new plantings in the front of the library.

Grants Group

Lori and Cathy met in early June to discuss grant opportunities and planning. Phase 2 details are submitted for the next round of DLD funding.

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:

Jason and Sander offered to look into the upstairs bathroom door rubbing against the floor along with the basement door near the elevator.

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. *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 the Local History Room and Reading Room. *Confirm at the next meeting.*

L. Acee 7/7/26