

Ballston Spa Library BoT Meeting 7/14/26

Meeting start: 7pm

Location: Ballston Spa Public Library

Minutes approved by BoT Group for 6/4/26 Reg. Mtg.

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

Absent: Andrea Simmons, Patty Tesch

Librarian's Report

Andrea confirmed reports in advance of meeting by email. July 15th - Wonderful Wed. Silent Wings - owls, etc. grades K-6, July 16th - Teen Program with gem a journal or book, soda feature, Fiber Arts Meet-Up on July 18th, Summer Storytime - July 19th with a donate a pet item, Unearth a Story reading club programs are ongoing, upcoming book club remaining in is on the 22nd,

General Library Items

Book cart wheel install - completed at the end of the Friends of the Library meeting.

Phase 1A Progress

Discussion about finalizing invoice entries for DLD Phase 1A in the portal.

Phase 2

Roof Scan proposal pricing confirmed @ \$2,800 the BoT group voted in approval. The quote will be forwarded for Village Trustee approval at their next meeting on 7/27.

Library Plan of Service

The survey closure is close and the results will be shared with the library board for discussion at the August meeting.

Friends of the Library

Friends are continuing planning work 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

J.M. McDonald Foundation sent a grant response in the form of a check for 15k.

Misc.

Andrea to be sure to set thermostats again, with guidance from Stanko now that A/C season is here. Community Room seemed extremely cold and should be set at a lower temp during closed hours to save on expenses.

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.

Patty and Andrea to log last invoice from Accent into the DLD portal and confirm to board.

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.

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. Lori sent details in mid-July. *Confirm at the next meeting.*

L. Acee 7/24/26