

Ballston Spa Library BoT Meeting 8/11/26

Meeting start: 7pm

Location: Ballston Spa Public Library

Minutes approved by BoT Group for 7/14/26 Reg. Mtg.

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

Absent: Jason Buczek

Librarian's Report

Andrea confirmed reports in advance of meeting by email. Aug. 12th is The Final Dig Pizza Party for celebrating reading and books for students K-6, Aug. 13th is Kelly Park Story Time - ages 18 mos. - 5 years with a Mystery Reader, Evening Book Club is on the same date at 6:30 pm as well as Teen Bingo night at 6pm, Fiber Arts meets on Sat. Aug. 15th,

General Library Items

Andy noted in Action Items for Andrea to please set air conditioning to 78 in the evening and 73 during the day in an effort to control National Grid expenses. Check baseboard flashing in elevator room where it is off the wall, along with wall repair w/ DPW.

Phase 1A Progress

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

Phase 2

RoofScan roof testing will occur the week of 8/17 - test results should be in by Mon. 8/24 in preparation for architect call to discuss roofing project for main library roof and new roof for Phase 1b/2.

Library Plan of Service

Library board discussed the findings. Document well received with a few adjustments: add a paragraph on Andrea's (Library Director's) general collection development process, Google document that showed input from survey participants has data that is hard to read - see if a student volunteer can take the data and compile a list of input for the board to have available as a resource for planning. Document would benefit from Goal headers to focus the findings by areas to work on.

Friends of the Library

Booksale efforts will be underway in about a week for collecting, sorting and setting up for the booksale. 2 day sale is planned for Fri. 7th and Sat. the 8th. Social media planning is underway. Volunteer schedule is set up.

Grants Group

Charles Wood Foundation is being researched currently.

Misc.

Madison from Friends is researching platforms for displaying local history photos in regards to the Local History Collection.

Action Items:

Continue to keep repair items needing work on active list: upstairs bathroom door rubbing against the floor and basement door near the elevator.

Andrea is submitting all given supporting documents for the Dept. of Library Development for Phase 1B/2 forwarded by architect Meghan Brennan at BRM and funding sources to be noted.

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 to please note any invoices submitted to the Village on the weekly report.

L. Acee 8/21/26