

**Fort Edward Free Library
Board Meeting
May 13, 2020**

Attendance:

Present: James Donahue, Denise Mayer, Kathleen Smatko, Katie Hunsdon-Stannard
Staff: Vicki Plude *Absent:* Mary Ellen Fisher, Janelle Rose

Welcome:

Zoom Meeting called to order by Board President J. Donahue at 7:03 pm.
Minutes of the March 11, 2020 meeting were unanimously approved. (K. Smatko, K. Hunsdon-Stannard)
April 8, 2020 meeting was cancelled due to COVID-19. For social distancing we met via video/telephone conference via Zoom for this May 2020 meeting.

Financial Report: Presented by Secretary D. Mayer for Treasurer, M. Fisher.

- Checkbook balanced and bills paid through April 2020.
- Stewarts Grant, Bascom Trust, and JoAnne Williams Memorials funds deposited
- 990 mailed before May 15th
- 1st quarter taxes paid
- M. Fisher is doing all accounting from home, with Director V. Plude delivering and picking up materials

Librarian's Report: Presented by Director, V. Plude.

- Wifi usage – averaging 1 client/day 49 min 22 clients
- Overdrive – more books being downloaded
- SALS support has been helpful through pandemic
- Polaris system updated while shutdown
- Vicki completed sign language course, will take public speaking in the fall

Correspondence:

- Sara (SALS) – Providing COVID-19 response guidance. We will use the Schuylerville Library's policy as a template and will look to SALS for updated guidelines.
- Face masks – 3 places to order from. Also need keyboard covers.
- School Board vote June 1st; June 9th absentee ballots due.

Unfinished Business:

1. Committee for Long Range Plan: on hold for now due to COVID-19.
2. Moving fence: In preparation for installation of fence, we need to survey the property line and cut down trees. J. Donahue met with P. McCarty and church officials and marked off Library land boundary, flagged. Plan to fence in all of the property except for the east side where the properties adjoin. The older stockade fence will be removed.
3. Seed Challenge SALS Grant (Story Wall): Adam DeVoe is working on story and video. No progress for now, V. Plude contacted Adam in mid-April, left message. Hope to show video on YouTube channel if not projected on a wall.
4. Book sale at Library during Village/town Garage Sale: on hold due to COVID-19.

5. Corn-hole Tournament: Fundraiser for library to replace golf tournament. Cancelled due to COVID-19.
6. SALS sent information that the staff PC will be expiring in July, need to order before 12/31/2020. This order is delayed due to COVID-19.
7. Library Market totem pole signage fee is \$75 per year. Payment approved at our last meeting. Mailed payment May 13, 2020.
8. Planning programs for April break: programs, hiking, Rogers Island Visitor center; cancelled due to COVID-19.
9. COVID-19 Disinfecting precautions: No access to library allowed.
10. Library Budget: J. Donahue informed the Board that the amount allocated to the library from the FE School will be reduced to \$3000 from \$6000 in previous year due to school budget issues.

New Business:

- L. Ives will do lawn mowing of the Library property.
- Totes will need to be purchased for quarantined books – petty cash will be used. Motion to purchase four totes unanimously approved (K. Hunsdon-Stannard, D. Mayer).
- CDLC boxes for archival of newspapers: CDLC indicated that we may proceed with purchase, but that reimbursement might be delayed
- Home for Aged Women Grant: Request funding to purchase a drive-up book drop and large print books. Proposals due in July.

Motion to close the meeting at 7:58 pm. (K. Smatko, K. Hunsdon-Stannard).

Next Board meeting is scheduled for 06/10/2020 at 7:00 pm. Format TBA.

Respectfully Submitted by D. Mayer, FEFL Board Secretary (*insert date following Board revisions*).