

**Fort Edward Free Library  
Board Meeting  
June 10, 2020**

**Attendance:**

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

**Welcome:**

Zoom Meeting called to order by D. Mayer at 7:07 pm.

Minutes of the May 13, 2020 meeting were unanimously approved. (K. Hunsdon-Stannard, K. Smatko)

For social distancing during the COVID-19 pandemic the Board held this meeting via video/telephone conference on Zoom.

**Financial Report:** Presented by Treasurer, M. Fisher.

- Checkbook balanced and bills paid through May 2020.
- Thank you to Director V. Plude for transporting paperwork documents and maintaining great communication during the pandemic.
- End of June marks the end of the second quarter. The quarterly report will be compiled in July.

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

- Overdrive increased in usage by 51%.
- Wi-Fi usage remained similar.
- Weekly meetings being held with SALS staff and other directors. Washington County Directors are meeting to discuss curbside opening.
- Curbside opening Monday, June 15<sup>th</sup>. Documentation is complete. NYS Forward document and a questionnaire for staff.

**Correspondence:**

- Home for Aged Women Request for Proposals: Proposals are due July 17<sup>th</sup> to include request for funds for a drive-up book return and large print books (\$5K limit).
- Archival deadline extended to end December for purchase of shelving.
- Donation received from Smatko family in remembrance of Peter William's mom. Acknowledgement of appreciation has been sent.

**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, a property survey is needed to define the lines and cut down trees. Neighbors to east of Library property would like the old stockade fence and J. Donahue said that would be fine, but the timing for removal is undetermined based on when the new fencing project moves forward. Quotes are needed to prepare the property, move the chain link fence, remove the tree (possibly tree removal service), and install the new fence.
3. Seed Challenge SALS Grant (Story Wall): Adam DeVoe has finished the Pottery Video. It is 10 minutes long in mp4 format, approximately 665MB. Adam will bring the file on a

thumb drive to library so we the Board can view it prior to posting to Facebook. The Board agreed to go ahead and pay Adam the remaining fee that is due. Adam will begin another video project about school in Fort Edward. A motion to pay the balance on the first video and the same initial portion of fee as the pottery video for Adam to proceed with the next video was unanimously approved (M. Fisher, K. Smatko).

4. 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. No update on when we can order.
5. Library Market totem pole signage fee is \$75 per year. Payment approved at our last meeting. Mailed payment May 13, 2020. Not yet cashed.

**Old New Business:**

- L. Ives has been doing lawn mowing of the Library property during the shut-down but will be returning to library work. Ray Perras, the neighbor across the street, has expressed interest and Director Plude will inquire with him if he would work on an as-needed basis (air conditioners, mow and trim lawn, snow removal, etc.). A motion to have the lawn mower tuned up for a cost of up to \$150 was unanimously approved (D. Mayer, K. Hunsdon-Stannard).
- Quarantined books were picked up by SALS to sort to return to home libraries.
- CDLC Grant boxes for archival of newspapers: purchased and received (\$1441.89 with shipping).

**New Business:**

- Kate will help to do a take-and-go bag at the Market every other week; these will include a book and activity.
- Library Activity: Zoom Bingo with books for kids, Kate will help
- A Germ's Journey story walk book – maybe start end of June.
- Sue restarts cleaning prior to public access, then once a week.
- SALS recommends that we lock the bathroom using a lockable doorknob or padlock to limit use for cleaning between use. D. Mayer offered to install a new doorknob.
- A motion to pay ongoing bills through the summer was unanimously approved (K. Hunsdon-Stannard, K, Smatko).

Motion to close the meeting at 8:22 pm was unanimously approved. (M. Fisher, K. Hunsdon-Stannard).

Next Board meeting is scheduled for 09/09/2020 at 7:00 pm. Format TBD.

Respectfully Submitted by D. Mayer, FEFL Board Secretary (2020-09-08).