**Fort Edward Free Library**

**Board Meeting**

**January 08, 2020**

**Attendance:**

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

*Staff:* Vicki Plude  *Visiting:* Adam Devoe

**Welcome:**

Meeting called to order by Board President J. Donahue at 6:56 pm.

Minutes of the December 11, 2019 meeting were unanimously approved. (K. Smatko, M. Fisher)

**Adam Devoe** presented a proposal for creating a Story Wall story about Fort Edward pottery. He brings 15 years of videography and cinematography experience in television. For the pottery story, he proposed time for research, interviews, script writing, story board, imaging, voice overs, editing to be approximately 40 hours.

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

* Checkbook balanced and bills paid through December 2019.
* 4th quarter, W-2 information, on schedule to be submitted by Jan 31.
* Working on year-end report
* For 2020, requesting that major expenses should be invoiced to be paid within 15 days (rather than submitted for immediate payment), unanimously approved (M. Fisher, D. Mayer).
* 2019 Annual Report – Discussion and approval
* NY State minimum wage increase – Lynn’s hourly pay rate increases to State minimum, additional time is either paid hourly rate or as compensatory time (Lynn’s choice).
* Susan Havens for housekeeping – pay rate at 2 hours/week as an independent contractor, hourly rate if more than 2 hours in a week, paid semi-monthly, unanimously approved (M. Fisher, K. Smatko).

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

* Report of catalogued items, number of borrowers, bibliographic record, Inter-library Loans, WiFii usage, etc. for December presented
* One Program – Holiday Santa, 4 people attended at the Marketplace
* Education Grant 2020 challenge grant through SALS applied for funding
* NYLA membership – Form and membership due 1/10/2020.
* Stewart’s grant holiday match grant to be submitted by 1/31/2020
* Workshop at SALS for reporting annual report – Jan 30th
* Downton Abby – Movie streaming to be shown 1pm on a Sunday

**Correspondence**:

* $1000 for survey for fence – grant money (Paul McCarty), send thank you note, make grant account for these expenses, letter to Historian or FE Historical Society? Talk to Historian for funding source information.

**Unfinished Business:**

1. Committee for Long Range Plan: Met with Erika on Dec 10th. Erika to meet with various groups in Fort Edward, discussed Promote Fort Edward, Firehouse, School, Alumni, Recreation Dept., and Marketplace.
2. Moving fence: In preparation for installation of fence, we need to survey the property line and cut down trees. Move forward in the spring. J. Rose will inquire with Code Inspector on status.
3. Seed Challenge SALS Grant (Story Wall): Looking for options to hire a videographer.
4. Book sale at Library in January or February, or during Village Garage Sale
5. Village Garage Sale – need to get on village and town board agenda, 3rd Saturday in May, book sale at the same time, need committee, will ask D. Lundgren to head committee

**New business:**

1. Snow removal: Current snow removing person has not been reliable. One more opportunity, if not acceptable, then village road crew will do it. $/cleaning discussed, unanimously approved (K. Smatko, M. Fisher).
2. 2020 FEFL Board: M. Fisher will stay for another term (expires in 2024), M. D’Angelico-Taylor will not renew her term.
3. 2020 Officers: President – J. Donahue, Vice-president – J. Rose, Treasurer – M. Fisher, Secretary – D. Mayer. Unanimously approved (K. Smatko, K. Hunsdon-Stannard).
4. Cleaning staff: Discussed pay rate and start date
5. Bus trips to NYS Museum: Rock and Fossil Fun Fair – February 15-16; Women of Science March 14th Stewarts grant – see how many signup – go through school to arrange bus/driver
6. Story wall –Motion to hire Adam to do the Pottery as proposed and then can move forward with more videos upon consent of representative board members, unanimously approved (M. Fisher, J. Rose)

Motion to close the meeting at 8:45 pm. (D. Mayer, M. Fisher).

Next Board meeting is scheduled for 02/12/2020 at 7:00 pm.

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