

**Fort Edward Free Library**  
**Board Meeting**  
**September 08, 2020**

**Attendance:**

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

*Staff:* Vicki Plude                      *Absent:* Janelle Rose

**Welcome:**

Meeting was changed to Tuesday, September 08, 2020 at 6 pm for this month. Meeting called to order by J. Donahue at 6:00 pm. Met in person with social distancing of at least 6 feet and masks. Minutes of the June 10, 2020 meeting were unanimously approved (K. Hunsdon-Stannard, M. Fisher). Minutes from the special property meeting on July 22, 2020 were discussed and unanimously approved (K. Hunsdon-Stannard, M. Fisher).

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

- Checkbook balanced and bills paid through August 2020 (will reconcile this week).

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

- Circulation June-August was good.
- Report on usage, items, materials, transfers, receipts, Wi-Fi usage, downloadable audio.
- Presented two programs with K. Hunsdon-Stannard on You Tube. 20 kits made, 14 participants.

**Correspondence:**

- Seeley Office Systems: Offering savings on copier. James and Vicki will look over.
- Keeping up to date on COVID-19 guidelines.
- Post Star cost for 52 issues is now \$345. M. Fisher will look at how many issues we received when we last paid bill. Discussed moving to online version. J. Donahue will check into this and talk with Post Star.

**Unfinished Business:**

1. Committee for Long Range Plan: on hold for now due to COVID-19. Erika suggested a Zoom meeting to move forward with multiple agencies - PTO, Farmers Market, local churches.
2. Moving fence: The surveyor that did our survey had an expired license, so will need to have the property resurveyed. The church has offered to pay for the full property survey. Our next step is to remove the old fence and either move the existing chain-link fence or have new fence installed. V. Plude will contact contractors to provide quotes to remove and install fencing and will invite the board to assist in these meetings. The pole on the property line is owned by National Grid and would cost \$1000 to remove (will revisit this issue when property line survey report is complete).
3. Seed Challenge SALS Grant (Story Wall): Production of the Pottery Video by Adam DeVoe has been paid for. V. Plude will check with Adam to proceed with video of local schools.

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. Cannot order until November or December.
5. Library Signage: The totem pole for the Marketplace has not yet been made, delayed due to COVID-19 issues. Discussion of possible signage on Broadway to direct to the library. V. Plude saw an interesting sign design in Westport and will pursue with the Village for approval.
6. Exterior maintenance: Ray Parras has been doing a great job on lawn maintenance. Discussed asking him to do snow removal and salting this winter. Motion to extend Ray's service through winter unanimously approved (K. Smatko, K. Hunsdon-Stannard).
7. Book Scavenger Hunt: With Stewart's grant funding and with other participating libraries, divide pages of the book (A Germ's Journey) and have patrons search internet for the story.

**New Business:**

1. New York State Braille Services: Our library will offer, braille and audio.
2. Patron Self Registration Planning SALS: For library materials. Patrons come to library to get a card.
3. Continuing education: V. Plude took a homeschooling course. 3 credits.
4. Vicki's class starts Mon Sept 14<sup>th</sup>. Public speaking.
5. Emergency response button: Discussed need for staff safety. Motion to purchase a security alert unanimously approved (M. Fisher, K. Smatko).
6. Staffing needs: Discussed the need for substitute staff that have had training and familiarity with library software. V. Plude is checking into sharing part-time staff from other local libraries.

Motion to close the meeting at 7:25 pm was unanimously approved (M. Fisher, K. Smatko).

Next Board meeting is scheduled for 10/14/2020 at 7:00 pm. Format TBD.

Respectfully Submitted by D. Mayer, FEFL Board Secretary (2020-10-15).