

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

Attendance:

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

Welcome:

Meeting called to order by J. Donahue at 7:03 pm. Hybrid meeting at the library and via Zoom out of caution due to the COVID-19 pandemic. Minutes of the October 14th, 2020 meeting were unanimously approved (M. Fisher, K. Smatko).

Financial Report: Presented by Treasurer, M. Fisher.

- Bills were paid and accounts balanced through the end of October 31, 2020.
- Town of Fort Edward and Trust allotments expected in November
- 3rd quarter budget summary: Seem to be on track to balance
- IRS notice received indicating that the 2019 990 was not received. It was mailed on May 9th, 2020 return receipt registered. A copy of the 990 and receipt were sent in response.
- Budgeting for next year:
 - Staffing changes have saved approximately \$2,400
 - COVID-19 expenses have been around \$700

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

- Report of items, patrons, circulation, new items, Wifii usage, interlibrary loans
- Withdrawing items for book sale
- Vicki attended 2 online meetings
- Book drop should be delivered middle of the month, slab will be laid soon (Vicki's nephew), shelving purchase will be ordered and then held in storage until we can assemble and place upstairs
- A motion to spend up to \$300 for a contractor to lay a concrete pad for the book drop, if needed was unanimously approved (D. Mayer, K. Smatko).

Correspondence:

- SALS sent request for COVID-19 guidelines update to be completed and posted for employees by April 1st.
- Hudson Falls Free Library Director, Kay Hafner, recommending part-time library clerk Kathleen Daley library clerk to assist in Fort Edward. Vicki and Lynne met her. A motion to employ Kaley to work as needed for a grace period TBD by Director Plude was unanimously approved (J. Rose, M. Fisher).
- SALS – Need to purchase two new PCs. Mini-PCs for staff and public with standard monitors, and locks. Total for PC purchase = \$2773 through SALS. A motion to submit the order for the needed PCs was unanimously approved (M. Fisher, K. Hunsdon-Stannard).

Unfinished Business:

1. Committee for Long Range Plan: Strategic Plan needs to be done by end of 2021. Erica recommended waiting until start of year.
2. Moving fence:

- Update, no progress to report.
- The Village of FE removed the pile of rubble in corner.
- 3. Seed Challenge SALS Grant (Story Wall): No response from A. DeVoe as to progress.
- 4. Library Signage: Quote for signage with basic library image is \$56. Village approved and will place a pole for mounting the sign, No feedback from initial vendor, checking into other vendor.
- 5. Exterior maintenance: Ray Perras proposed rates for snow and ice removal on the driveway and sidewalk. He will push plowed snow back, clear snow and ice, plow or blow the driveway if the Village is not available. For anything over 3", \$60 to \$70 per clear, depending on depth. A motion to hire Ray Perras at the agreed upon rates for snow removal was unanimously approved (M. Fisher, K. Hunsdon-Stannard).

New Business - unfinished:

1. Emergency response button: Discussed need for staff safety. Motion to purchase a security alert approved in Sept meeting. Vicki will order.
2. Seeley's Office Supply: Our current copier lease expires in Feb 2021. Seeley's is offering a color copier (copy, scan, fax) \$100/month for 60 months. Current cost is around \$86/month. Discussion about pricing and availability of other companies that may offer similar equipment and services at cheaper rates. J. Rose recommended checking with National Business, used in the Village offices. Vicki will contact for another quote.

New Business:

1. New minimum standards: come into effect on Jan 1, 2021 and must be met by Dec 31, 2021 and documented in the annual report. Some modifications are needed. Vicki will provide a document of standards, what met, not met and recommendations as to what we need to do in November.
2. Ballasts: A light ballast burned out on November 5th causing smoke and the Fire Department was called and responded. Electrician, John Etu, checked out the lights and ballasts, replacing 3. He advised that the ballasts are encased in a metal frame for fire prevention. He will prepare a quote for replacing all or some of the remaining ballasts.
3. Wreaths for the windows: A motion to authorize purchase of 6 wreaths unanimously approved (J. Donahue, M. Fisher)
4. Library will be closed Thursday and Friday for the Thanksgiving holiday and will be open Saturday (tentative book sale, depending on weather).

Motion to close the meeting at 8:15 pm was unanimously approved (K. Smatko, J. Rose).

Next Board meeting is scheduled for 12/09/2020 at 7:00 pm. Format TBD.

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