

Fort Edward Free Library
Board Meeting
December 09, 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 7:01 pm. Hybrid meeting at the library and via Zoom out of caution due to the COVID-19 pandemic. Minutes of the November 10th, 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 November 2020.
- 2021 Budget: Discussion of proposed budget. Motion (J. Rose, K. Smatko) to accept budget as proposed was unanimously approved.

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

- Report of items, patrons, circulation, new items, Wifii usage, interlibrary loans
- Collection items 18,139 over the past year (Dec 2019 to Dec 2020)
- Book drop was delivered but was too cold to pour concrete slab, so will be stored until warmer weather.
- Archival shelving measured and selected so it can be ordered before the end of the year.

Correspondence:

- Short term: Reopening plans need to be in place for if we need to shut down again. J Donahue, M. Fisher, K. Smatko, and V. Plude will meet to develop a plan.
- Long-term plans need to be on-line, same group will make progress.

Unfinished Business:

1. Moving fence:
 - M. Fisher met with church representatives and surveyor to obtain update on progress. Markers have been placed on tentative property lines, complex to work out final demarcations with 22 different deeds.
2. Seed Challenge SALS Grant (Story Wall): A. DeVoe expressed that outline is finished, but has had difficulty finding pictures for some of the schools.
3. Copier lease: Our current copier lease expires Feb 2021. Obtaining quotes for options.
4. New minimum standards: come into effect on Jan 1, 2021 and must be met by Dec 31, 2021 and documented in the annual report. Group will meet (same as above) to work on these.
5. Ballasts: A light ballast burned out on November 5th causing smoke. John Etu will prepare a quote for replacing all or some of the remaining ballasts. No bill or quotes yet. Vicki will call and remind him.

New Business:

1. Cleaning staff: Sue Havens is moving. We need to find a new cleaning person. Vicki will contact some suggestions from the board.

2. New fill-in employee: Kathleen Daley is working out well, knows Polaris system, knows libraries.
3. Board members and officers for 2021: Business conducted in January: Seats 2 (Hunsdon-Stannard) and 7 (Smatko) appointed; committee for officer seats. Nominating committee, K. Hunsdon-Stannard (chair) to nominate officer seats.
4. Thank you to County and Village crew: motion to spend up to \$100 (M. Fisher, K. Smatko) was unanimously approved.
5. Hot spots equipment: For Wifii access when the library is closed, equipment could be checked out to connect at patron's home. Vicki will present a proposal next month with quotes.
6. Community bulletin board on website: Discussion of using HootBoard on library website, but that should be for non-for-profit use, not businesses.

Motion to close the meeting at 8:08 pm was unanimously approved (K. Smatko, K. Hunsdon-Stannard).

Next Board meeting is scheduled for 01/13/2020 at 7:00 pm. Format TBD.

Respectfully Submitted by D. Mayer, FEFL Board Secretary (1/14/2021).