

**Fort Edward Free Library
Board Meeting
October 14, 2020**

Attendance:

Present: James Donahue, Mary Ellen Fisher, Denise Mayer, Kathleen Smatko, Katie Hunsdon-Stannard *Staff:* Vicki Plude *Absent:* Janelle Rose *Visitor:* Sara Dallas (SALS)

Welcome:

Meeting called to order by J. Donahue at 7:00 pm. Hybrid meeting at the library and via Zoom out of caution due to the COVID-19 pandemic. Minutes of the September 8th, 2020 meeting were unanimously approved (K. Hunsdon-Stannard, M. Fisher) following minor edits.

Financial Report: Presented by Treasurer, M. Fisher.

- Bills were paid and accounts balanced through the end of September 2020. Form 795 and 3rd quarter tax ready for Eric
- Home for Aged Women Grant will be deposited in October

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

- Report of items, patrons, circulation, new items, Wifii usage, interlibrary loans (in and out), new patrons registered (2)
- Meetings held at the library under social distancing guidance
- Still offering curbside service
- No COVID-19 cases reported or tracked

Correspondence:

- Home for Aged Women: Grant award will allow library to purchase large print titles and install a drive-up book drop
- American Library Association: Request for proposals, Dec. 21 deadline. \$3000 limit. Sarah suggested contacting Erica for questions with grant questions (SALS).
- Post Star: Due to rising costs of print subscription, we have decided to cancel and will reconsider next year.

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:
 - Surveyor's report needs to be completed – Gail said surveyor working through old tax maps and calculating, will be marking physical boundaries soon. This was challenging due to needing to refer to many different deeds and tax maps.
 - Met with fencing company for an estimate for moving/installing new fence. Quote for white polycarbonate and chain link fencing is ca. \$15,500.
 - Removal of National Grid's telephone pole on property requires National Grid grant of easement. James spoke with James Rivers at National Grid and they agreed to waive the fee and remove pole. They will need a grant of easement to place a new guy wire. Motion to authorize James to sign the Grant of Easement to remove the pole and place a guy wire (unanimously approved, D. Mayer, K. Hunsdon-Stannard). Call Public Service Commission to deal with National Grid.
3. Seed Challenge SALS Grant (Story Wall): Left message with Adam today for status of

School video.

4. SALS sent information that the staff PC needs to be replaced. Michelle (SALS) is working with vendors for pricing and will contact Vicki for ordering
5. Library Signage: Quote for signage with basic library image is \$56. Village approved and will place a pole for mounting the sign
6. Exterior maintenance: Ray Parras has been doing a great job on lawn maintenance. He will meet with James, Vicki, and Mary Ellen to discuss rates and needs for snow removal. (extending his work into the winter was approved at the Sept Board meeting)
7. Book Scavenger Hunt: Opened up to local schools. Approximately 175 participants across numerous schools, 11 libraries. Worked with Jack Scott for technical challenges.

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. Staffing needs: Checking other libraries to share part-time staff. Sara suggested checking with staff at Crandall Library.
3. 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 around \$86/month. Will consider the quote at our November meeting.

New Business:

1. Sara Dallas (SALS) presented items of interest:
 - a. SALS budget will not increase for 2021
 - b. Need pandemic operations plan, refer to SALS template
 - c. No challenge grant will be offered for 2021
 - d. State funding reductions anticipated to be around 21%
 - e. New minimum standards: come into effect on Jan 1, 2021 and must be met by Dec 31, 2021 and documented in the annual report.
 - f. Pandemic plan: should be in place by March 31. Since we are an association library, this is not required, but is recommended. Most information and policy is already in the reopening plan, this would be an expansion of that plan
 - g. Sick leave: association libraries will be required to provide 40 hr of sick leave for each employee starting Jan 1, 2021 (does not need to be paid)
 - h. Open meeting laws: virtual link for meetings can be provided until further notice
 - i. Advocacy push: highlighting the need for libraries in communities as a vital community resource
2. V. Plude reported that the person who tripped in the library last month indicated that they are OK.

Motion to close the meeting at 8:03 pm was unanimously approved (K. Hunsdon-Stannard, K. Smatko).

Next Board meeting is scheduled for 11/11/2020 at 7:00 pm. Format TBD.

Respectfully Submitted by D. Mayer, FEFL Board Secretary (11/18/2020).