

**Fort Edward Free Library
Board Meeting
January 13, 2021**

Attendance:

Present: James Donahue, Mary Ellen Fisher, Denise Mayer, Kathleen Smatko, Janelle Rose

Staff: Vicki Plude *Absent:* Katie Hunsdon-Stannard

Welcome:

Meeting called to order by J. Donahue at 7:02 pm. Meeting via Zoom out of caution due to the COVID-19 pandemic. Minutes of the December 13th, 2020 meeting were unanimously approved (J. Rose, M. Fisher).

Financial Report: Presented by Treasurer, M. Fisher.

- End of year balances reported
- Bills were paid and accounts balanced through the end of December 2020.
- Quarterly report and required items for W-2's have been delivered to accountant
- Annual report of 2020 budget discussed.

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

- Report of items, patrons, circulation, new items, Wifii usage, interlibrary loans
- Attended Director's council meeting
- No programs in December

Correspondence:

- None

Unfinished Business:

1. Moving fence: On hold till spring
2. Seed Challenge SALS Grant (Story Wall): No word from Adam.
3. Copier lease: Copier is in place and is working well. New lease through National Business started Jan 1, 2020 for 5 years.
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 to work on these, plans are due end of April. All requirements for website have been met by January 1, 2021.
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. No word, James will call him and have him talk to Vicki.
6. Mahoney emergency response: total fee, purchase and install \$680, \$28.50 month. 25% down when accept proposal. Vicki will get quotes to have at least 3 quotes.
7. Shelving arrived from U-Line. Temporarily being stored at Canal Street Market Place.
8. Cleaning staff: 1.5 hours/week. Linda Flores by a possibility. For now, while operating mostly for curbside pickup, Lynn and Vicki will clean on Saturday.
9. Hot spots equipment: For Wifii access when the library is closed, equipment could be checked out to connect at patron's home. Director looking into it, checking with other libraries, they use Spectrum for service.
10. Jack Scott (SALS) is creating a gallery on Library website for posting pictures.

New Business:

- Board members and officers for 2021: Katie Hunsdon-Stannard and Kathleen Smatko reappointed to seats 2 and 7, respectively. Elections for officers: President (J. Donahue), Vice President (Janelle Rose), Treasurer (Mary Ellen Fisher), Secretary (Denise Mayer). All unanimously elected and seat appointments approved (K. Smatko, M. Fisher).
- Pandemic response: Due to higher COVID-19 presence in area, Vicki recommends going back to step 3, no indoor library service for patrons, offer curbside services. Patrons can order online, delivery, and curbside (hours are the same, as posted online, but for curbside only). No computer access, but WiFi access outside of building. Lynn and Vicki will do cleaning while open. Will post updates social media pages.
- Shelving needed: Rearranging items in library - DVD's are now in crates. Need someone to build 2 shelving units for DVDs. Vicki will get quotes to have constructed.
- Storytime equipment from SALS: Jack Scott sent the library equipment for background during story time on YouTube.
- Plan of Service (SALS): Erica indicated that there is a template for finishing 2021 Plan of Service.
- Annual Report: Deadline extended to April 1, 2021. We try to finish in February so our accountant (Eric) can finish accounting in March. NYS site is not up yet to enter numbers.

Motion to close the meeting at 8:12 pm was unanimously approved (J. Rose, K. Smatko).

Next Board meeting is scheduled for 02/10/2021 at 7:00 pm. Format TBD.

Respectfully Submitted by D. Mayer, FEFL Board Secretary (2021-02-11).