

**Fort Edward Free Library  
Board Meeting  
February 10, 2021**

**Attendance:**

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

**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 January 13th, 2021 meeting were unanimously approved (Kate, Kathy).

**Financial Report:** Presented by Secretary, D. Mayer on behalf of Treasurer, M. Fisher.

- Bills were paid and accounts balanced through the end of January 2021.

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

- Report of items, patrons, circulation, new items, Wifii usage, interlibrary loans
- Removing old items from upstairs
- Check outs down a bit, due to closure
- Curbside only Jan 19-Jan 30, 2 local deliveries

**Correspondence:**

- None

**Unfinished Business:**

1. Moving fence: On hold till spring
2. Seed Challenge SALS Grant (Story Wall): Moving forward with video about Fort Edward schools. Adam is looking for personal pictures; Vicki contacted Lee Pecue, James will check with Paul McCarty.
3. 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. Jack Scott has a template for completion will send to Vicki.
4. Ballasts: A light ballast burned out on November 5<sup>th</sup> causing smoke. John Etu submitted a quote for replacing all or some of the remaining ballasts. A motion to move forward with work as stated in the quote (D. Mayer, J. Rose) was unanimously approved.
5. Emergency response button: Vicki received 2 quotes for purchase and installation. A motion to move forward with Foresight Monitoring Systems Foresight (J. Rose, K. Hunsdon-Stannard) after receiving a written quote and contract was unanimously approved.
6. Cleaning staff: Needed now that the library is reopening. A motion to offer the position to Linda Flores for 2 hr/week at her stated rate, to start as soon as possible (J. Donahue, K. Smatko) was unanimously approved.
7. Pandemic response: Library is open for appointment-only browsing, 10-15 minutes, with family OK, otherwise one at a time, faxing and copying done by staff. Will open computer use and copying next week.
8. 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. Vicki

working at contacting Pat Mullen.

9. Plan of Service (SALS): Erica going to link to video to instruct on Plan of Service. Will plan to continue to move forward in a couple of months.
10. Annual Report: Deadline extended to April 1, 2021. Needs to be into SALS by March 5<sup>th</sup>. Vicki and Mary Ellen working on it.

NEW BUSINESS:

- Request for an iPad: Vicki will check with SALS for compatibility, etc.
- Community Wi-Fi: Possibility for an antenna on the library building which would make Wi-Fi available to a 1 to 1.5 mile radius. Jack Scott is looking into it and may present this to the Board next month. We would look to have this funded by grants.
- Future grant possibilities: Discussed future library needs including HVAC filtration air circulation, ADA compliance, energy efficiency
- A motion to increase Lynn's hourly pay rate starting next pay period (J. Donahue, K. Smatko) was unanimously approved. This was considered out of fairness since the new fill-in employee was being paid the same rate.

Motion to close the meeting at 7:56 pm was unanimously approved D. Mayer, K. Hunsdon-Stannard).

Next Board meeting is scheduled for 03/10/2021 at 7:00 pm. Format TBD.

Respectfully Submitted by D. Mayer, FEFL Board Secretary (March 10, 2021).