

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

Attendance:

Present: James Donahue, Mary Ellen Fisher, Denise Mayer, Katie Hunsdon-Stannard

Staff: Vicki Plude

Absent: Kathleen Smatko, Janelle Rose

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 February 10th, 2021 meeting were unanimously approved (M. Fisher, K. Hunsdon-Stannard).

Financial Report: Presented by Treasurer, M. Fisher.

- Bills were paid and accounts balanced through the end of February 2021.
- Some high bills in February (computers, insurance, electric maintenance, snow removal, etc.), but Trust money came in, so now solvent.

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 and cold weather.

Correspondence:

- Sara (SALS) emailed the revised Joint Automation Agreement.
- NY Library Association – organizational membership. Benefit when writing grants. Vicki will email costs, etc., more info.
- Broadband, Jack Scott (SALS), still researching community WiFi. Not recommending for us until he does more research. Will check into this with the school.
- May 17th SALS annual meeting, virtual. Let Vicki know if we want to attend.

Unfinished Business:

1. Moving fence: Gail contacted Mary Ellen. Gail had contacted the surveyor, will measure field work as grounds thaw, then working on maps, etc. Need to work on getting more fencing quotes.
2. Seed Challenge SALS Grant (Story Wall): Moving forward with video about Fort Edward schools. Adam is looking for personal pictures; Adam called Vicki, outline is done, working on lining up pictures, interviews, etc. Date for completion is May 7th.
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.
4. Ballasts: A light ballast burned out on November 5th causing smoke. Etu electric (J.R.) came 2/19 and replaced most of the ballasts and two of the 3 exit signs. He will be back early next week to complete the last few ballasts and one exit sign. The board approved his fee of \$1200 and Mary Ellen has made the checkout for payment to him.
5. Emergency response button: Foresight Electronics installed the security system component above the closet door on the outside. One panic button on a lanyard for staff. Cost is \$556.61 and the central station fee is \$22/month. This company was about \$125 less than Mahoney for installation and \$24 less quarterly. Payment

approved by board last week and payment has been made. Turning off alarm from 10 pm to 7 am.

6. Pandemic response: Vicki sent us policy. Motion to accept policy was unanimously approved (K. Hunsdon-Stannard, D. Mayer).
7. Shelving needed: Rearranging items in library - DVD's are now in crates. Need someone to build 2 shelving units for DVDs. Contractor has not responded after contact.
8. 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.
9. Request for an iPad: Vicki checked with SALS for compatibility, etc. Ordered. Should arrive by end of March.
10. Community WiFi: Possibility for an antenna on the library building which would make WiFi available to a 1 to 1.5 mile radius.
11. Future grant possibilities: Discussed future library needs including HVAC filtration air circulation, ADA compliance, energy efficiency.

New Business:

- Computers that we ordered are in, ready to be set up at SALS. Will hold off on delivery and final setup until someone from SALS can install. Mary (SALS) will come up to install.
- Canal Street Market: Had a meeting. Vicki would like to reduce to every other week, for programs, 1.5 hrs. Discussion of whether we should have programs on site at the library.

Motion to close the meeting at 8:28 pm was unanimously approved (K. Hunsdon-Stannard, J. Donahue).

Next Board meeting is scheduled for 04/14/2021 at 7:00 pm. Format TBD.

Respectfully Submitted by D. Mayer, FEFL Board Secretary (5/6/2021).