

**Fort Edward Free Library
Board Meeting
April 14, 2021**

Attendance:

Present: James Donahue, Denise Mayer, Katie Hunsdon-Stannard, Kathleen Smatko, Janelle Rose

Staff: Vicki Plude *Absent:* Mary Ellen Fisher

Welcome:

Meeting called to order by J. Donahue at 7:01 pm. Meeting via Zoom out of caution due to the COVID-19 pandemic. Minutes of the March 10th, 2021 meeting were unanimously approved (K. Smatko, J. Rose).

Financial Report: Presented by Denise on behalf Treasurer, M. Fisher.

- Bills were paid and accounts balanced through the end of March 2021.
- Checkbook reconciled; 1st quarter figures have been sent to accountant; no 1st quarter report because of Excel issues; all bills paid including check to Adam DeVoe for 50% payment for school video. All new computers paid for and installed.

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

- Report of items, patrons, circulation, new items, Wi-Fi usage, interlibrary loans.
- Staff PC installed
- 10% increase in checkouts
- Removing old items from upstairs.
- Check outs down a bit due to closure and cold weather.

Correspondence:

- Pen offer discussed. Maybe wait for another time after pandemic
- Blue Mountain Lake membership- 50% discount on admission. Pass can be checked out.
- Saratoga National Cemetery sent a thank you for donation
- NY Library Association – 1 year subscription – online meetings and workshops for Vicki
- Broadband for community – Regarding a grant in ca. 2015, the school Tech Dept had no information; will need to check back with Jack Scott (SALS).
- Meeting on 17th via Zoom – SALS meeting

Unfinished Business:

1. Moving fence: Still working on survey. Specs from 1st quote (Afsco) sent to Siena Fence company, they want survey final before providing quote. Janelle will check with Bill Stanton. Adirondack fencing is another company to check with.
2. Seed Challenge SALS Grant (Story Wall): Video in progress-meeting at library with community members. Getting current videos with today's high school seniors. Lots of material. 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. Strategic planning needed, need a committee (Katie, ME, Kathy, James). Group will meet to work on these, plans are due end of April.
4. 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.

5. Archival Shelving: Lauren (Underwood Fitness) will have help on April 24th to bring to the library, offered to move shelving from Canal Barn to library and upstairs. Someone will be here to assist since Vicki cannot.
6. 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.
7. Request for an iPad: Vicki checked with SALS for compatibility, etc. Ordered. Should arrive by end of March.
8. 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.
9. Future grant possibilities: Federal library funding is in the works. When an RFP comes out we'll meet to start a proposal. Discussed future library needs including HVAC filtration air circulation, ADA compliance, energy efficiency.

New Business:

- Sandwich board: To advertise programs, priced from \$200 up. A motion to purchase a sandwich board and lettering, up to \$250 was unanimously approved (K. Smatko, K. Hunsdon-Stannard).
- Library street sign is being made
- Summer programs – Walmart gift card donation will be used to purchase hula-hoops.

Motion to close the meeting at 7:51 pm was unanimously approved (J. Rose, K. Hunsdon-Stannard).

Next Board meeting is scheduled for 05/12/2021 at 7:00 pm. Format TBD.

Respectfully Submitted by D. Mayer, FEFL Board Secretary (*insert date following Board revisions*).