

**Fort Edward Free Library
Board Meeting
September 15, 2021**

Attendance:

Present: James Donahue, Mary Ellen Fisher, Katie Hunsdon-Stannard, Kathleen Smatko

Staff: Vicki Plude

Absent: Denise Mayer, Janelle Rose

Welcome:

Meeting called to order by J. Donahue at 6:58 pm. Meeting in person. Minutes of the June 6th, 2021 meeting were unanimously approved (K. Smatko, M. Fisher).

Financial Report: Presented by Treasurer, M. Fisher.

- Bills were paid and accounts balanced through the end of August 2021.
- Checkbook reconciled as of August 31
- Roof and Chimney were paid for
- 16mm films were paid for
- Went over 2nd Quarter report

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

- Report of items, patrons, circulation, new items, Wi-Fi usage, interlibrary loans for June, July and August
- Summer reading program went well. Between 7/1 and 7/31, there were over 19,000 minutes logged. Board agreed to send a thank you to the teachers involved.

Correspondence:

- Received a thank you note from Linda Flores.
- Adirondack Mountain Club sent a membership request. Director will look into a quarterly magazine subscription
- Received letter from the Dept. of Public Service with general info.

Unfinished Business:

1. Moving fence: Met with Paul and asked to keep the same plan and same type of fence. Board would like to look into trimming dead limbs, removing the dead tree, and removing weeds in current fence. M. Fisher met with Tom and Gayle from the church. They state that the church contacts the surveyor weekly for updates, but do not receive them. Waiting for the company to be available to put it in.
2. Seed Challenge SALS Grant (Story Wall): Multiple emails have been sent to Adam with no reply. Once the edits are completed, will decide on the next video to make.
3. New minimum standards: Meeting was held and went well.
4. Shelving needed: Still no contractor
5. Plan of Service (SALS): Erica put up a Youtube video.
6. Request for an iPad: iPad works well. Jack will be coming for cataloging.
7. Community Wi-Fi: Still on hold.
8. Future grant possibilities: Recommended to look into LARAC.

9. Library street sign- They are up, but hard to see.
10. Summer programs – All done.
11. Book drop: Still needs barriers installed.
12. COVID- All staff and patrons are masked, no contact tracing needed.
13. Film- The library has them in its possession.

New business:

- Chris will be power washing the library and rebar
- Recommended to send Ray a thank you card for the yard work
- Films- Adirondack Video is willing to add music for \$65/hour. The board can choose the songs. Requested to ask for the approximate hours needed to complete. Will be getting 1 DVD, 1 Blu-Ray and 2 Flash drives upon completion.
- LARAC Grant- looking into grant to pay for the above-mentioned music. Once completed, V. Plude would like to show the movies on the projector. Board requested to preview the films first.
- The Cooperative Extension from Pennsylvania has an option to “Adopt a Cow”. V. Plude registered, and can purchase a kit for \$30 and accomodates 20 kids. Board unanimously approved for kit (M. Fisher, K. Smatko).
- V. Plude purchased two Washington County Photographic Portrait books at \$32.95 each.
- Copier- there is an issue where the copier cannot scan and send to email. The company will charge the library to train Vicki and Lynn and will also charge \$150 to send an employee over to connect the copier to an email. James will talk to fellow board member J. Rose to see if she can talk to company.
- Fence- need to determine property line to the right.

Motion to close the meeting at 8:20 pm was unanimously approved (K. Smatko, K. Hunsdon-Stannard).

Next Board meeting is scheduled for 10/13/2021 at 7:00 pm. Format TBD.

Respectfully Submitted by K. Hunsdon-Stannard, Board member