

**Fort Edward Free Library**  
**Board Meeting Minutes (DRAFT)**  
**October 19, 2021**

**Attendance:**

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

*Staff:* Vicki Plude                      *Visitor:* Sara Dallas (SALS)

**Welcome:**

Meeting called to order by J. Donahue at 7:01 pm. Hybrid meeting, in-person and on Zoom. Minutes of the September 15th, 2021 meeting were unanimously approved with minor changes (K. Smatko, M. Fisher).

**Financial Report:** Presented by Treasurer, M. Fisher.

- Bills were paid and accounts balanced through the end of September 2021.
- Checkbook reconciled as of September 30, 2021
- 3<sup>rd</sup> quarter finances sent to Eric

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

- Report of items, patrons, circulation, new items, Wi-Fi usage, interlibrary loans for September
- Marketplace activities: 17 and 6 attendees in two STEM programs

**Correspondence:**

- Washington County town equity project: Received a form to fill out for reassessment. J. Donahue will complete the form.
- NYS Office of Telecommunication: Promoting broadband mapping project survey
- Glens Falls National Bank: \$5 gift card for McDonald's restaurant, will use as a prize
- NYS Department of Environmental Conservation: Arbor Day art contest
- Sara Dallas (SALS): Notified us that keys to SALS libraries are missing. V. Plude contacted a locksmith to have locks changed. SALS will pay the invoice.
- Internal Revenue Service (IRS): 990 format changing to on-line only. M.E. Fisher sent the notification to Eric.

**Unfinished Business:**

1. Moving fence: J. Donahue spoke with Paul McCarty. Telephone pole on Lynn's property might interfere with fencing. Janelle will contact Verizon to remove if the wires are inactive. Stan is ready to move forward in installing fence. M.E. Fisher talked with Gayle, church is pushing surveyor to move forward.
2. Story Wall Videos: Multiple emails have been sent to Adam with no reply. Denise will message. Once the edits are completed on the Fort Edward school video, we will decide which video to make next.
3. New minimum standards: Meeting set for November 3<sup>rd</sup>, 10:00 am, to discuss Plan of Service.
4. Wall repair and shelving: Still no contractor to repair wall. Janelle will contact the person that fixed village walls when damaged.
5. Copier: Problem with copier connecting to email. Janelle contacted our contact and signed the Gold Connect service contract to support IT services of the equipment. Jason

is contact. Vicki will contact him for service.

**New Business:**

- Cleaner: Linda Flores is off her crutches but has not been released from Workman's Compensation. Lynn would like to take on cleaning until Linda returns. A motion for Lynn to clean at same pay rate as Linda was unanimously approved (K. Smatko, K. Hunsdon-Stannard).
- Digitizing films: 16 mm films of digital films of community events from the 1950s donated, digitized. Vicki will attend seminar (Argyle, November 17<sup>th</sup>) for grants LARAC to request grant funding to add music to these films. include music.
- The Human Book.Org: Sara invited librarians for online get-together with representative Carrie Woerner to promote The Human Book. Org on October 4<sup>th</sup>. The objective is to compile human stories in partnership with the Human Library NYC. Sara recommends viewing a TED talk on the subject.
- Book Sale: October 29<sup>th</sup> and 30<sup>th</sup>, 9:30 to 4:30 Friday and 9:30-3:30 Saturday.
- Glens Falls Hospital: CRISP grant – could request funding for signage.
- Passing of Bernice Ende: Vicki contacted publisher, will send letter and photos to her sister. Considering providing assistance to help get her journals published.
- Winter hours: 10:00-1:30 Mon-Fri; Mon and Tue 3:00-6:00; Wed and Fri F 3:00-5:00; Sat 10:00-noon. A motion to accept proposed winter hours was unanimously approved (K. Hunsdon-Stannard, K. Smatko).
- Ray will do snow removal again this season.
- Sara Dallas (SALS):
  - Trustee training: Starting January 1, 2022, requiring 2 hours continuing education/training each year.
  - Minimum standards in effect January 2021. V. Plude will need to report in February 2022 on Plan of Service, website requirements, community based programs.
  - SALS budget was approved. Changing continuing education to include broader education to Trustees and staff.
  - Plan of Service approved. Minimum standards need to be met. Diane Winter changed position, interviewing for replacements.

Motion to close the meeting at 8:03 pm was unanimously approved (K. Hunsdon-Stannard, K. Smatko).

Next Board meeting is scheduled for 11/10/2021 at 7:00 pm. Format TBD.

Minutes Respectfully Submitted by D. Mayer, Secretary. (12-03-2021)