

Fort Edward Free Library
Board Meeting
May 12, 2021

Attendance:

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

Welcome:

Meeting called to order by J. Donahue at 7:05 pm. Meeting via Zoom out of caution due to the COVID-19 pandemic. Minutes of the April 14th, 2021 meeting were unanimously approved (K. Hunsdon-Stannard, J. Rose).

Financial Report: Presented by Treasurer, M. Fisher.

- Bills were paid and accounts balanced through the end of April 2021.
- Checkbook reconciled as of April 30
- Baskin Trust deposited, \$1100
- Memorial donations for Mullen, Grace Muller, Charles Schultz
- 990 signing today, being sent by registered mail

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

- Report of items, patrons, circulation, new items, Wi-Fi usage, interlibrary loans.
- Zoom meetings

Correspondence:

- SALS – annual meeting, May 17, virtual

Unfinished Business:

1. Moving fence: Surveyor still catching up, no time estimate for finishing.
2. Seed Challenge SALS Grant (Story Wall): Adam nearly finished, expecting it done this week, then he will be paid final installment.
3. New minimum standards: Strategic Planning Committee (Katie, ME, Kathy, James) met last week. Need surveys done about the community and library. Step 1 - committee requests other board members to help get some surveys. June 13 at 6:00-6:30, meeting to discuss mission statement and library
4. Shelving needed: Possible contractor contacted to build.
5. Archival Shelving: No problem getting upstairs. Cannot be put together yet.
6. Plan of Service (SALS): Erica going to link to video to instruct on Plan of Service. Another video this month.
7. Request for an iPad: Arrived. Need to have Jack make connect to catalog, etc.
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. Broadband meeting next week Vicki attending.
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. No word on timing for RFP.
10. Sandwich board: Purchased and using it.
11. Library street sign is being made should be done next week. Village will put up.
12. Summer programs – Many booked. June 3, Marketplace kick-off, Carrie Woerner, Dairy

Princess 4-6.

New business:

- Book drop: Need a picture by 5/31 to finish grant report. Village will bring over and Chris Conlon will install for \$250. Motion to have Chris install was unanimously approved (J. Rose, M.E. Fisher). Vicki will call him.
- Vicki proposes that we stop charging fines for overdue materials. Will review policy to propose changes next month
- Library chimney: Water damage from leaking roof upstairs. Need quotes for repairs. Chris Conlon called for quote. Need to have at least one other roofer look at the problem and quote work.

Motion to close the meeting at 7:53 pm was unanimously approved (M.E. Fisher, J. Rose).

Next Board meeting is scheduled for 06/09/2021 at 7:00 pm. Format TBD.

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