

Fort Edward Free Library
Board Meeting
June 09, 2021

Attendance:

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

Staff: Vicki Plude

Absent: Denise Mayer

Welcome:

Meeting called to order by J. Donahue at 7:01 pm. Meeting in person. Minutes of the May 12th, 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 May 2021.
- Checkbook reconciled as of May 31
- June 1st received trust money from Key Trust
- ME will run 1st and 2nd quarter reports and email to V. Plude to disperse to the board.
- National Grid has increased due to adjustments from last year.
- Book drop is paid for.

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

- Report of items, patrons, circulation, new items, Wi-Fi usage, interlibrary loans.
- WCHFAWG Finalization Form for the 2020 Grants Were Approved (Lg. Print & Book Drop)

Correspondence:

- J. Donahue, V. Plude and M.E. Fisher attended SALS annual meeting virtually.
- Utica National sent a change in policy regarding the internet. There is now reduced coverage for cyber related damage.

Unfinished Business:

1. Moving fence: The church will set up a meeting with the surveyor. Surveyor reports that the delay is due to COVID based restrictions to access of resources, weather, and wording of deeds. There is no set date for completion. M.E. Fisher will call the church and request a goal of July 1st.

2. Seed Challenge SALS Grant (Story Wall): Adam has finished, is adding in a school bell, alma mater, closed captioning and origins of "flying forts"

3. New minimum standards: Strategic Planning Committee (Katie, ME, Kathy, James) are holding a meeting June 13th from 6-6:30 to help get surveys filled out.
4. Shelving needed: Still no contractor
5. Plan of Service (SALS): Erica cancelled meeting. Rescheduled for July.
6. Request for an iPad: Jack approved the photographing of books.
7. Community Wi-Fi: Broadband meeting stated to wait for further recommendations.
8. Future grant possibilities: Still no word. On hold.
9. Library street sign- 2 signs done. Village will put up.
10. Summer programs – Last week's program was cancelled due to weather and will be held the 17th instead.

New business:

- Book drop: Book drop is installed, but needs barriers 2 feet on either side put in.
- Vicki proposes that we stop charging fines for overdue materials. Board approved to continue suspension of fines.
- Library chimney: Talked to RJ Scarincio, stated that it needs a new deflection because it was not installed previously. Motion for \$650 to purchase and install deflectors was approved (M.E. Fisher, K. Hunsdon-Stannard) as it falls under an emergency. Contractor stated that it should be done first, but also advised board to hire a carpenter to look into possible damage to the walls.

New, new business:

- Summer business: The board approved to give J. Donahue and M.E. Fisher the authority to carry on duties in the summer (J. Rose, K. Smatko)
- COVID- discussed mask rules, staff are to mask, patrons should be masked but cannot ask if vaccinated. Board recommended a sign suggesting patrons wear a mask.
- It was reported by V. Plude that a patron came in with film rolls of parades and things about the area from the 1940s. Plude contacted the company that digitizes the yearbook to see if they could be transferred to DVD. The company will give a quote. Applying for the LARAC grant in September to pay for it. Board agrees to pursue digitization. Will give back rolls and a copy to original owner upon completion.

Motion to close the meeting at 8:16 pm was unanimously approved (M.E. Fisher, K. Hunsdon-Stannard)

Next Board Meeting is scheduled for 09/08/2021 at 7:00 pm. Format TBD.

