

Fort Edward Free Library
Board Meeting Minutes
December 08, 2021

Attendance :

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

Staff: Vicki Plude *Absent:* Mary Ellen Fisher, Janelle Rose

Welcome:

Meeting called to order by J. Donahue at 7:04 pm. Hybrid meeting, in-person and on Zoom. Minutes of the November 10th, 2021 meeting were unanimously approved with minor changes (K. Smatko, K. Hunsdon-Stannard).

Financial Report: Presented by President, J. Donahue on behalf of Treasurer, M. Fisher.

- Bills were paid and accounts balanced through the end of November 2021.
- Checkbook reconciled as of November 30, 2021
- Budget Committee met on Dec 7th – will present proposed budget (New Business)

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

- Report of items, patrons, circulation, new items, Wi-Fi usage, interlibrary loans for November
- Snowman program, 11/27, no children in attendance.
- Quiet month for activity, perhaps due to surge in Delta variant of COVID-19.

Correspondence:

- SALS Director Report for October-November 2021:
 - The American Library Association (ALA) praised the Library of Congress's decision to update the cataloging subject headings "Aliens" and "Illegal aliens"
 - Diversifying and Auditing Library Collections training, Adult Outreach Notary Classes 10 libraries participating
 - SALS has agreed to purchase additional titles for the Saratoga County jail and Magazines for Hamilton and Washington county jails
- Other SALS correspondence:
 - Approval of continuing education grant for V. Plude
 - Calm, (Legally) Cool, and Collected: Webinar held on December 12, 2021, Tactics for libraries facing book challenges and collection-based protests
- Old Fort House Museum: upcoming activities, volunteers, donation form

Unfinished Business:

1. Moving fence: Chain-link fence has been installed!
2. Story Wall Videos: Still no communication from Adam. D. Mayer will contact again for timeline.
3. New minimum standards: Need to meet in January with Erica to discuss Plan of Service. Vicki will set up a meeting to present Strategic Plan.
4. Wall repair and shelving: Jason working on quote for repairs but have not heard from him. James will reach out.
5. Copier: Problem with copier connecting to email. Vicki will contact him for service. Not resolved yet.

6. Cleaner: Linda has been cleared and will begin cleaning again this Saturday.
7. Oakes: November 17th. Of 62 residents, approximately 12 came out for program. Checked out books and list of requests. Will continue a monthly program.
8. Tree decorating: November 27th – Tree decorating and craft for kids at library, no children, Lynn and Vicki decorated the tree.
9. Fabric Seat Workshop: ME Fisher will have an adult program to make a fabric seat for chair or stool, no sewing, complete in one workshop. Delayed until February.
10. Needle punch workshop: January – Katie Hunsdon-Stannard program for adults, needle punching
11. Neighbor: Property boundary issue. Waiting for final survey.

New Business:

1. Strategic Plan: Draft presented to board for discussion. A motion to adopt the plan for 2021-2025 was unanimously approved (K. Smatko, K. Hunsdon-Stannard).
2. Proposed Budget for 2022: Presented to the board for discussion. A motion to accept the budget as presented was unanimously approved (K. Hunsdon-Stannard, K. Smatko).
3. Seats on the Board of Trustees:
 - a. K. Smatko expressed that she will resign her seat after the June 2022 meeting. The Board expressed tremendous gratitude for her years of service to the library.
 - b. Currently at 6 seats. Will look to recruit an additional trustee.
 - c. J. Donahue and D. Mayer terms are up this year, both will run for an additional term.
4. Bonuses for Vicki and Lynn approved.
5. Drop box: 3 times this week, unwanted donated books have been deposited in the drop box. Board recommended signage to deter activity and possible installation of camera.

Motion to close the meeting at 7:49 pm was unanimously approved (K. Smatko, K. Hunsdon-Stannard).

Next Board meeting is scheduled for 01/12/2022 at 7:00 pm. Format TBD.

DRAFT Minutes Respectfully Submitted by D. Mayer, Secretary. *(to be presented at Trustee meeting in January 2022)*