

**Fort Edward Free Library
Board Meeting Minutes (Final)
November 10, 2021**

Attendance:

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

Staff: Vicki Plude *Absent:* Janelle Rose

Welcome:

Meeting called to order by J. Donahue at 7:00 pm. Hybrid meeting, in-person and on Zoom. Minutes of the October 19th, 2021 meeting were unanimously approved (K. Hunsdon-Stannard, K. Smatko).

Financial Report: Presented by Treasurer, M. Fisher.

- Bills were paid and accounts balanced through the end of October 2021.
- Checkbook reconciled as of October 31, 2021
- End of the year approaching, will be finalizing accounts
- Budget Committee meets before next meeting. Look at 3 years. Kate will assist Mary Ellen.

Librarian's Report: Presented by K. Hunsdon-Stannard on behalf of V. Plude

- Report of items, patrons, circulation, new items, Wi-Fi usage, interlibrary loans for October
- October 16th Locktoberfest activity had 57 participants, 250 attended.

Correspondence:

- Library Aid Provisions Amendments: Letter describing changes
- Statewide Digital Equity Conversations
- Zoning Board of Appeals public meeting notice: 13-15 East St proposed tavern and pub – November 17th at 6 pm.
- Received a picture of adopted cow, named Penny.

Unfinished Business:

1. Moving fence: Ray will clear area in preparation for fence.
2. Story Wall Videos: James Talked with Adam and he will finish final edits on school video, still wants to do other videos too.
3. New minimum standards: Committee met on November 3rd to discuss Plan of Service. Accomplished a lot, need to plug in demographic stats, meeting timelines, then will be ready to present to the board, then on to SALS.
4. Wall repair and shelving: Jason working on quote for repairs.
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. Not resolved yet.
6. Cleaner: Linda still dealing with Workman's Compensation, Lynn continues to clean.
7. Book Sale: October 29th and 30th, 9:30 to 4:30 Friday and 9:30-3:30 Saturday. \$238 in sales, unsold books picked up by Knights of Columbus for their sale.

New Business:

- Vicki applied for Continuing Education grant for SUNY Adirondack. \$126 as contributed match from library, course \$700. This is the last time she can apply.
- November 17th. Meeting with Amy Brender at the Oaks for ILL service at the Oaks.
- November 27th – Tree decorating and craft for kids at library
- December – ME Fisher will have an adult program to make a fabric seat for chair or stool, no sewing, complete in one workshop.
- January – Katie Hunsdon-Stannard program for adults, needle punching
- Petty cash policy changed for SALS policy: Discussed to adopt SALS policy and tailor to our needs.
- Neighbor: Property boundary issue. Leased property. We have a copy of the lease agreement, but not sure whether that was filed and/or legal. ME Fisher will contact Gayle at church for surveyor, whether he has the library property line designated. If not, will contact Janelle for recommendation. Once boundary line is established, will need to address legal issues.

Motion to close the meeting at 8:04 pm was unanimously approved (K. Smatko, K. Hunsdon-Stannard).

Next Board meeting is scheduled for 12/08/2021 at 7:00 pm. Format TBD.

Minutes Respectfully Submitted by D. Mayer, Secretary (12/18/2021)