

Fort Edward Free Library
Board Meeting Minutes (FINAL)
February 09, 2022

Attendance:

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

Staff: Vicki Plude

Absent: John Godfrey, Janelle Rose

Welcome:

Meeting called to order by J. Donahue at 7:01 pm. Hybrid meeting, in-person and on Zoom. Minutes of the January 12th, 2022 meeting were unanimously approved (M. Fisher, K. Smatko).

Financial Report: Presented by Treasurer, M. Fisher.

- Bills were paid and accounts balanced through the end of January 2022.
- Checkbook reconciled as of January 31, 2022
- Annual report finances ready to go.
- Received/deposited Library Aid grant.

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

- Report of items, patrons, circulation, new items, Wi-Fi usage, interlibrary loans for January
- Annual report deadline is March 1.
- Patron's PC is not working, sent to SALS for repair.

Correspondence:

- IRS – never received 3rd quarter payment but have cashed check and paperwork. They indicate that we need Schedule B but that form does not pertain to us. Update: James called, IRS is unable to handle the volume of calls, overwhelmed, understaffed. We have receipts, so we should be fine because we can't even speak to anyone to rectify.

Unfinished Business:

1. Story Wall Videos: Adam dropped drive off at the library. James will contact him about whether he is interested in producing more videos.
2. New minimum standards: Need to meet in with Erica to discuss.
3. Wall repair and shelving: Jason will provide estimate and email to Janelle.
4. Oakes: Continuing a monthly program. January went well, 32 items, 5 new cards
5. Neighbor: Property boundary issue. Waiting for final survey. No word.

NEW Business:

1. March enrichment program – with FE school
 - a. Harry Potter coding for 2 weeks
 - b. Cynthia Whitman – dioramas of Washington County and FE history
2. Hoopla – ebooks, audio books, etc. – Easton Library offers it – Will apply for funding through Home for Aged Women grant – more info in March.
3. Vicki nominating 2 children as library ambassadors.
4. Program with Kate for older kids and adults
5. Mary Ellen chairs program in April
6. Gutter is not attached. Need to have Ray repair.

7. Board members need State training by January 1, 2023.
8. Canal Corp request for proposals – deadline March 17 – perhaps videos

Motion to close the meeting at 7:36pm was unanimously approved (K. Hunsdon-Stannard, M. Fisher).

Next Board meeting is scheduled for 03/09/2022 at 7:00 pm. Format TBD.

DRAFT Minutes Respectfully Submitted by Secretary. (4/7/2022)