

**Fort Edward Free Library**  
**Board Meeting Minutes / Final**  
**March 09, 2022**

**Attendance:**

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

**Welcome:**

Meeting called to order by J. Donahue at 7:01 pm. Hybrid meeting, in-person and on Zoom. Minutes of the February 9th, 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 February 2022.
- Checkbook reconciled as of February 28, 2022
- Annual report finances submitted, will send to Eric for 990.
- Paid for wildlife program and memory wall plaque.
- Motion to accept the financial report unanimously approved (K. Smatko, J. Godfrey) all.

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

- Report of items, patrons, circulation, new items, Wi-Fi usage, interlibrary loans for February
- Closed for 2 holidays and one snow day in Feb
- One program – "I am Max", attendance: 8 adults, 2 children
- Annual report: Director narrated a summary of 2021 report, unanimously approved (K. Smatko, M.E. Fisher) and submitted. Copy to view at library.

**Correspondence:**

- IRS – received March 2022 - 990 from May 2021 was incomplete (2020's information) needed a Schedule B. Will work with an accountant familiar with this issue to straighten out. James will contact.
- Sara Dallas – funding source recommendations for Federal funding
- Sara Dallas – Capital District Library Council – Medical tablets available through SALS
- USS Slater – Museum library pass program offer. Motion to purchase was unanimously approved (J. Donahue, K. Smatko).
- Notification of tax assessment of property.

**Unfinished Business:**

1. Story Wall Videos: Apply for Canal grant to have Adam produce one video about canal. Adam dropped memory drive off at the library. James will contact him about whether he is interested in producing more videos.
2. Wall repair and shelving: Janelle sent a quote from Jason. Motion to have Jason do the work for the quoted price was unanimously approved (M.E. Fisher, K. Smatko).
3. Neighbor: Property boundary issue. Waiting for final survey. No word.
4. March enrichment program – with FE school – start on the 15<sup>th</sup>:
  - a. Harry Potter coding for 2 weeks
  - b. Cynthia Whitman – dioramas of Washington County and FE history
5. Vicki nominating 2 children as library ambassadors appointed and working on programs.
6. Gutter problem: Ray used caulking to repair it.

7. Canal Corp request for proposals – deadline March 17: Propose historical videos with Adam Devoe.

**NEW Business:**

1. D. Mayer: resigning board position.
2. Vicki attending classes:
  - March 11 – Calm, Cool and Legally Collected – SALS webinar, Vicki and Lynn will attend.
  - April 9 – Cataloging webinar Capital District Library Council – Vicki will attend
3. Lights inside not working, will contact electrician.
4. Crack in driveway – need to have repaired and sealed.
5. Cart – Arrived but is not usable. Send back and get better model.
6. Appointment of secretary on board – Vicki will talk with Kate

Motion to close the meeting at 7:51pm was unanimously approved (J. Godfrey, K. Smatko).

Next Board meeting is scheduled for 04/13/2022 at 7:00 pm. Format TBD.

**DRAFT** Minutes Respectfully Submitted by Secretary. (to be presented at Trustee meeting in April)