

Fort Edward Free Library
Board Meeting Minutes
April 13, 2022

Attendance:

Present: James Donahue, Mary Ellen Fisher, John Godfrey, Katie Hunsdon-Stannard, Denise Mayer

Staff: Vicki Plude

Absent: Kathy Smatko, Janelle Rose

Welcome:

Meeting called to order by J. Donahue at 7:00 pm. Hybrid meeting, in-person and on Zoom. Minutes of the March 9th, 2022 meeting were unanimously approved (K. Hunsdon-Stannard, M. Fisher).

Financial Report: Presented by Treasurer, M. Fisher.

- Bills were paid and accounts balanced through the end of March 2022.
- Checkbook reconciled as of March 31, 2022
- Received the Stewart's Grant
- Received the Hill Trust
- 990 is not as much of an issue as thought. Eric Smatko will be sending out a copy with an explanation

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

- Report of items, patrons, circulation, new items, Wi-Fi usage, interlibrary loans for March
- PARP- 102 participants, 47 children came to library to p/u flashlights. 13 teachers participated. Library Director will send out thank you cards.
- Summer Reading Program- Vicki and Lynn attended an online information meeting. Registration will be available in June.
- Washington County Correctional Facility now has a librarian. Date of deliveries to be determined.

Correspondence:

- Washington County Cooperative Extension donated a book, "Farmer Will Allen and the Growing Table". Thank you card was sent.
- 2022 Construction Challenge Grant due 4/4. Unable to apply towards current projects, only available to new ones.
- Sexual Harassment Training- Vicki, Lynn and Donna are registered.
- Received two thank you cards with \$25 gift cards inside. One from Mrs. Wendell, the other from Ms. Bilodeau.
- J. Donahue hand delivered correspondence requesting COVID funds from town. Requested \$6000 and library will match.

Unfinished Business:

1. Storywall- Grant application was submitted 3/29/22. Recipients will be notified in May.
2. Shelving- Repairs are done, staff will start organizing documents.
3. Neighbor: Church staff suggest initiating written agreement. Still waiting on surveyor.

4. March enrichment program – Had to change coding programs. Director will set up a meeting with ambassadors to brainstorm ideas for attracting more teenage patrons.
5. Classes- Vicki and Lynn attended and received certificates.
6. Federal Communications Funding- request window is 4/28/22-5/13/22.
7. Lights- fixed on 4/11/22
8. Driveway- Wells paving was contacted. We are waiting for a quote.
9. Cart- Still at library.

NEW Business:

- Received an application for open Board position from Morgan Clark. She has been invited to the next meeting.
- SALS- Vicki and Lynn need to complete library development days. Lynn requested computer training and Vicki requested Polaris training.
- Center Point- library has used all large print funds. Requested \$1000 to purchase more titles. Unanimously approved by board (M. Fisher, J. Godfrey).
- Policies- Need to review all and update as needed. Will form committees and split the work.
- Ordered a new scanner from SALS
- Ray Perras- will continue to do yard work

Motion to close the meeting at 8:00pm was unanimously approved (M. Fisher, K. Hunsdon-Stannard).

Next Board meeting is scheduled for 06/08/2022 at 7:00 pm. Format TBD.

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