

**Fort Edward Free Library**  
**Board Meeting Minutes**  
**October 12, 2022**

**Attendance:**

Present: Janelle Rose, Mary Ellen Fisher, Katie Hunsdon-Stannard, Morgan Clark

Staff: Vicki Plude

Guest: Sara Dallas, Executive Director of SALS

Excused absence: James Donahue, John Godfrey

**Welcome:**

Meeting called to order by Janelle Rose at 7:00 pm. Hybrid meeting, in-person and on Zoom. Minutes of the September 14, 2022 meeting were unanimously approved (M.E. Fisher, M. Clark).

**Financial Report:** Presented by Treasurer, M. Fisher.

- Bills were paid and accounts balanced through the end of September 2022.
- Checkbook reconciled as of September 30, 2022
- Received the Hill trust
- Third Quarter report submitted to Eric Smatko
- Tree work paid for with donation from P. McCarty

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

- Report: Branch specific Bib records 17,361, New Items added 55, Items withdrawn 3, Check Outs 371, Holds Placed 92, Holds Satisfied 83, New Borrowers 13, Lost Items 3 with payment rec'd., Wi-fi use 19, Overdrive 30, Ill Rec'd. 54, Ill transferred 154, Book drop returns 96.
- New report that shows patrons total amounts saved by utilizing library instead of buying the book has been well received. So far this year, patrons have saved \$136, 354.
- E-gaming program at library has started. On 10/6, 12 youths participated with 4 adults present. Will be held again on November 3rd.
- Library held a raffle of all borrowers. There were 4 winners, each will receive a tote bag with a library graphic on it.

**Correspondence:**

- SALS will have their BOT meeting on 10/18. Sara clarified whether the meeting could be attended in-person or virtually.
- Vicki was invited to a meeting about "data storytelling", but could not make it.
- Received information from the ALA about banned books.
- Received information on area library programs at a meeting with Jack Scott
- 9/29- there will be a meeting regarding OATS, a grant SALS received that will help train library staff to be able to teach older adults about various forms of technology, such as phones, tablets and email. Vicki emailed Erica about conducting a survey to see if this would be vital to our community.
- Received a letter from the Washington County Home for Aged Women notifying the library that the grant request was approved for purchasing large print books.
- Received a certificate of appreciation from the Oaks
- Received the invoice from Paul McCarty regarding the tree work from Stan Hunt.
- Received a request from Fort Edward School for a donation to place an ad in the yearbook.

- Sent thank you letters to the teachers who participated in the summer programs.

**Presentation from Sara Dallas:**

- Sara began by explaining the difference between the SALS staff and the Joint Automation staff. She stated that our dues go toward the Joint Automation fees, and also helps pay the staffs' salaries and services. This includes the IT staff, circulation, the card catalog (Polaris), deliveries, and consulting.
- SALS is preparing their budget, which is community based.
- SALS has applied for a grant to get Meraki routers.
- Sara stated that based on our demographics, we may qualify for a State construction grant, which would be used toward a meeting room. It would be 90% funded by the state, and 10% by the library.
- It was suggested that the library look into cyber insurance and phishing training.
- By 1/1/23, all trustees are required to have 2 credit hours of continuing education. SALS will be developing courses and webinars that members can take at their leisure. Sara suggests that trustees self-report and add into the annual report for 2023.
- Sara suggests looking at policies regarding book challenges, reconsideration policies and gift policies. Also, members should get together and determine the best way to address disgruntled patrons.
- There is an organization called "Unite Against Book Bans". Sara recommends joining both as individuals and as the library.
- The board may change their number of people on it, but the charter needs to change and the annual report needs to reflect this.
- Sara thanked Vicki and the trustees for all that they do.
- The board thanked Sara for her time.

**Unfinished Business:**

1. Shelving of Archival materials upstairs- will work on after Locktoberfest
2. Church- There has been a change of administration. Will wait for now.
3. The board will take former members out to dinner in November, tentatively on the 15th.
4. Trees- Done and paid. Contacted Stan Hunt as they billed both the library and Kathy Smatko, and were paid by both.
5. Historical films- postponed.
6. HVAC- have 2 out of 3 quotes. Waiting for 3rd.
7. Loctoberfest- program changed to decorating mason jars and various games.
8. Movie night- will be held at the library October 29th.

**NEW Business**

- Board discussed changing the number of members to 5 at the end of the year.
- Yearbook- will purchase a 1/2 page ad for \$100.
- Janelle announced her resignation, effective October 13th.

Motion to close the meeting at 8:25 pm was unanimously approved (J. Rose, M. Clark).

Next Board meeting is scheduled for 11/9/2022 at 7:00 pm.

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