

**Fort Edward Free Library  
Board Meeting Minutes  
November 9, 2022**

**Attendance:** James Donahue, Mary Ellen Godfrey, Kate Hunsdon-Stannard, John Godfrey

**Late Arrival:** Morgan Clark (arrival at 7:15)

**Staff:** Vicki Plude

**Welcome:**

A meeting was called to order by James Donahue at 6:59. Hybrid meeting, in-person and Google Meet. Minutes of the October 12, 2022 meeting were unanimously approved (M.E. Fisher, J. Godfrey).

**Financial Report:**

- Bills were paid and accounts balanced through the end of October 2022
- Checkbook reconciled as of October 31, 2022
- In January, wages will increase by 7.61%. Lynn and Vicki will both receive raises.
- Mary Ellen has completed the budget proposal for 2023. Board will host a workshop after the meeting to review the numbers.

**Librarian's Report:**

- Report of items, patrons, circulation, new items, Wi-Fi usage, interlibrary loans for October
- The e-gaming program was on November 3rd. Went well.
- There were two group visits to the library- the book club and a school group.
- There were 4 winners for the monthly raffle. Winners will receive a tote bag.
- Vicki set up a children's reading giveaway. 5 children won circus tickets for reading at the library.
- There will be movie nights at the end of November and early December. Vicki will make flyers.

**Correspondence**

- Pamela DelSignor- sent a letter regarding the Continuing Education Grant. Vicki will send over the cost of the online course in order for a refund to be issued.
- Department of Library Development- Missing a variance request. SALS will review variances at their November meeting.
- SALS chose a photo from Fort Edward to feature for their Summer Program Review.
- NYS Library Association send an invitation to a workshop for Library Directors on December 9th at 10AM. Vicki signed up.
- Received a donation from Gary and Kaaren Evens.

**Unfinished Business**

- Shelving- on hold

- Church- on hold
- Dinner- looking at January
- Trees- The wording wasn't clear in the contract as to which branches they were removing and the extent of work. Waiting to see if Stan Hunt will refund.
- Historical Films- on hold
- HVAC- all quotes in. Board has questions. Will hold an emergency meeting on 11/16.

**New Business:**

- John Webber wants to offer history programs
- Security- Need to get a system. Will look into different options.
- Old drop box- Patrons are still using. Has been welded shut.
- Computer Log-ins for September and October are missing.
- Crates have been ordered for Holiday books.
- Vicki will hold a Book Sale in mid December to sell duplicates.

Motion to end the meeting at 8:36 was unanimously approved (M. Clark, J. Godfrey).

Draft submitted by K. Hunsdon-Stannard, Secretary