

**Fort Edward Free Library
Board Meeting Minutes
December 14, 2022**

Attendance: James Donahue, John Godfrey, Mary Ellen Fisher, Kate Hunsdon-Stannard, Morgan Clark

Absent (excused): Vicki Plude (staff)

Welcome:

A meeting was called to order by James Donahue at 6:56. In-person meeting. Minutes of the November 9 meeting were unanimously approved (M.E. Fisher, J. Godfrey)

Financial Report:

- Bills were paid and accounts balanced through the end of November 30, 2022.
- Checkbook reconciled as of November 30, 2022.
- The "Salaries" category for the 2023 budget will be adjusted to reflect wage increases. This also includes the housekeeper's wages.
- The down payment for HVAC work has been paid.

Librarian's Report:

- Report of items, patrons, circulation, new items, Wi-Fi usage, and interlibrary loans for November.
- The library will be closed on 1/23/23 for HVAC work. The mini-split will be installed in the spring.

Correspondence:

- Letters were sent to the HVAC companies not chosen, notifying them of our decision.
- Rec'd a thank you card from Donna Leonard.
- Sent email to Tim Clark confirming the continuation of the E-gaming club.
- Vicki attended a webinar on 11/30 regarding threats.
- Sent a letter to the Historical Society replying to their request for a donation. We declined due to being a non-profit.
- Vicki applied for a grant through SALS, which will provide education and training for seniors regarding technology.
- Rec'd a letter about the Saratoga biochar meeting posted 12/19/22.
- Filled out a NYS form regarding employee totals and pay rate.
- Rec'd mail regarding asset mapping.

Unfinished Business:

- Shelving- on hold
- Church- will speak to new pastor
- Dinner- will have Vicki pick the date
- Trees- will send a letter regarding refund

- Films- on hold
- Security- will research different security system options
- Book Sale- on hold

New business:

- Voted on the 2023 budget. Unanimously approved (J. Godfrey, K. Hunsdon-Stannard)
- Reviewed positions and voted:

President: James Donahue (K. Hunsdon-Stannard, M.E. Fisher)

Vice President: John Godfrey (M. Clark, J. Donahue)

Treasurer: Mary Ellen Fisher (J. Godfrey, M. Clark)

Secretary: Katie Hunsdon-Stannard (M. Clark, M.E. Fisher)

- Board numbers were reviewed and a motion was made that the board shall consist of 5 members. Unanimously approved (M.E. Fisher, K. Hunsdon-Stannard). Will add an amendment addressing the change from 7 to 5.

A was made to adjourn at 7:52. Unanimously approved (M. Clark, J. Godfrey)

Draft submitted by K. Hunsdon-Stannard, Secretary