

**Fort Edward Free Library  
Board Meeting Minutes  
June 14, 2023**

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

**Staff:** Vicki Plude

**Welcome:**

A meeting was called to order by James Donahue at 6:59 p.m. Hybrid meeting, in person and Google Meet. Minutes of the May 10 meeting were unanimously approved (J. Godfrey, M.E. Fisher).

**Financial Report:**

- Bills were paid and accounts balanced through the end of May 31, 2023.
- Checkbook reconciled as of May 31.
- Reviewed monthly expenses and income.
- Reviewed checking account, and discussed desired base amount. Decided to ensure account had 4% of the total money market account amount.

**Librarian's Report:**

- Report of items, patrons, circulation, new items, Wi-Fi usage, and interlibrary loans for May.
- The E-gaming program brought in 12 kids this month.
- The school brought down 24 students for a visit along with the principal
- The sexual harassment training for staff was completed.
- The new laptop has arrived.
- The grant application for the Washington County Home for Aged Women was unable to be sent out.
- Jean Wicks has been added to Polaris. Will go through training.
- LEAP will be sending someone to start working July 5th.
- Neighbor donated a bench.

**Correspondence:**

- Received a thank you card from Jack Hall HVAC.
- Received correspondence from Sara Dallas regarding Pride.
- Received meeting room policy update from Sara Dallas.
- The Energy Improvements Grant is out.
- The State Aid for Library Construction application is now available.

**Unfinished Business:**

- Church- made two attempts to reach Russell Howard. Busy both times.
- Security- James will call Scott Rabine. Also having issues with one battery. Will order backups.
- Book Sale- want to host the same weekend as the Old Fort House auction.
- Windows- parts have been ordered.
- Seat Number Change- members are reviewing.
- Blue Mountain Lake- Mary Ellen was unable to locate old minutes.
- Bike program- Vicki will go to the website.
- Upstairs- Rec program has volunteered to help remove unnecessary items.
- Gardens- Jane McCrea Garden Club will bring plaque.

- Sleepover Night- Setting up a program.

**New Business:**

- Motion for a resolution to allow James and Mary Ellen to conduct minor business for the summer was unanimously approved (M. Clark, K. Hunsdon-Stannard).

A motion to adjourn at 8:03 p.m. was unanimously approved (J. Godfrey, M.E. Fisher).

Draft submitted by Kate Hunsdon-Stannard, Secretary.