

**Fort Edward Free Library
Board Meeting Minutes
November 8, 2023**

Attendance: James Donahue, John Godfrey, Mary Ellen Fisher, Morgan Clark

Staff: Vicki Plude

Welcome

A meeting was called to order by James Donahue at 6:55 p.m. In person meeting. Minutes of the October 11th meeting were unanimously approved. (M.E. Fisher, J. Godfrey).

Financial Report:

- Bills were paid and accounts were balanced through October 31, 2023.
- Checkbook reconciled as of October 31, 2023.
- Reviewed monthly expenses and income.
- Town funds were received.

Librarian's Report:

- Report of items, patrons, circulation, new items, Wi-Fi usage, and interlibrary loans for September.
- Book club met in October with 7 in attendance.
- Crane music met in October with 7 in attendance.
- E-gaming met in October with 9 in attendance.
- Vicki set up at Locktoberfest with a craft and had 92 participants.
- A minor accident occurred involving library staff; all proper forms filled out and everyone is ok.
- Book Sale- made \$406. Vicki will take the volunteers out for breakfast.

Correspondence:

- PLA conference is in April. There is a scholarship to attend virtually. Vicki will look into attending as one of her classes.
- If we have cameras in the library, they may not record audio.
- Trustee handbooks received.
- Received solicitation of donations letter from Historical Society. Library will pay \$100 for Paul to do a history program at the library.
- If anyone calls with policy or board membership questions, refer them to our website.
- Erica sent a message about a cardholder signup policy research project, studying policies across the US. Vicki will join the discussion (virtual on 11/14 or 11/15).
- Sent thank you letter to the town for the funds received and for the support of the highway dept, etc.
- Variance request was sent to NYS for Vicki to continue working toward her associates.

Unfinished Business:

- Church- Russell Howard gave a quote for surveying the property. The board agreed to move ahead. Morgan will contact Russ.
- Seat Number change- James and Kate will meet up to have notarized.
- Blue Mountain Lake-James will reach out to Paul.
- John Webber- will reach out to set up research program, likely in the spring.
- The front storm door needs a new handle.
- One window will not shut.
- The shed is leaking- will have Scott look at door, window, and shed.

- Furnace filters ordered from Devon Hall.

New Business:

- Paul McCarty will be hosting a program on 11/16 “The 1949 Village Centennial” at 7 p.m. Will post on Facebook.
- The school is hosting the circus. Vicki raffled 4 tickets that were given to library patrons.
- Vicki is planning several programs including holiday movies for kids and adults.
- Will add 2 items to the book challenge form; challenger must live in the area our library serves and a book may only be challenged once every 5 years.
- Budget workshop:
 - Discussed increase in lawn maintenance costs. Will work on a contract framework to keep costs manageable.
 - Payroll, misc. line will increase next year.
 - Some bills & dues will increase slightly next year (SALS, Nat'l Grid).
 - Our 2 public use computers will need to be replaced in 2024 per SALS contract.
 - MaryEllen will make a preliminary budget and distribute it prior to next month's meeting.
 - Discussed fundraiser ideas: car show, garage sale table sales, name plaques on shelves, selling wreaths...

A motion to adjourn at 8:01 p.m. was unanimously approved (J. Godfrey, M. Clark)
Draft submitted by Kate Hunsdon-Stannard, Secretary.