

**Fort Edward Free Library
Board Meeting Minutes
December 13, 2023**

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

Absent: John Godfrey, Vicki Plude

Welcome:

A meeting was called to order by James Donahue at 6:59 p.m. In person and Google Meet. Minutes of the November 8th meeting were unanimously approved (K. Hunsdon-Stannard, M. Clark).

Financial Report:

- Bills were paid and accounts were balanced through November 30, 2023.
- Checkbook reconciled as of November 30, 2023.
- Reviewed monthly expenses and income.
- Will be distributing Holiday bonuses to staff.
- on Jan 1st, minimum wage will increase. Staff's wages will increase accordingly.
- Budget for 2024 was reviewed. A motion was made and unanimously approved (K. Hunsdon-Stannard, M.E. Fisher)

Librarian's Report:

- Report of items, patrons, circulation, new items, Wi-Fi usage, and interlibrary loans for November.
- Book club met in November with seven in attendance.
- Paul McCarty's Bicentennial program had 12 in attendance.
- E-gaming met with eight children and one adult in attendance.
- Battenkill Community Service visited with six individuals and one staff.

Correspondence:

- Received an email from Russ Howard regarding survey.
- Sent an email to the Canal Street Marketplace stating that the library will not be holding programs at the Farmer's Market next year.
- Received an email from Pam at SALS requesting review of the Library Standards.
- Received an email from Erika about a tech survey. Vicki passed.
- Received information about the American Library Association Federal Grant. Only 2 libraries nationwide will be chosen. Passing.
- Received a check from Paul McCarty to cover the cost of tree trimming and a general donation. Board will write a thank you.

Unfinished Business:

- Church-Russ acknowledged our request to move ahead.
- Seat number change- James and Kate will meet up to have notarized.
- Blue Mountain Lake- James will reach out to Paul.
- Repairs- Scott Rabine will be in.

- Programs- Vicki held a Christmas tree craft last Saturday. This Saturday (12/16) at 11 a.m. there will be a Storytelling program. January 18th Paul McCarty will have a Jane McCrea program.
- Challenge form- A motion was made to change the reconsideration form and was unanimously approved (M.E.Fisher, K. Hunsdon-Stannard).
- Lawn maintenance- Ray Perras is potentially moving to Fort Ann. Will reach out to him to discuss costs and contract going forward.

New Business:

- Library needs new phones. Will purchase.
- The computer chairs need replacing. A motion was made to purchase two computer chairs, not to exceed \$500 and was unanimously approved (M.E. Fisher, M. Clark).
- Reorganization- The following positions were reviewed and voted on:

President- James Donahue
Vice President- John Godfrey
Treasurer- Mary Ellen Fisher
Secretary- Kate Hunsdon-Stannard

the vote was unanimously approved (M. Clark, K. Hunsdon-Stannard)

A motion to adjourn at 7:35 p.m. was unanimously approved (M. Clark, K. Hunsdon-Stannard)
Draft submitted by Kate Hunsdon-Stannard, Secretary.