

**Fort Edward Free Library  
Board Meeting Minutes  
November 13, 2024**

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

**Staff:** Vicki Plude

**Absent:** James Donahue

**Welcome:**

A meeting was called to order by John Godfrey at 6:58 p.m. In-person meeting. Minutes of the September 11th meeting were unanimously approved (M. Clark, M.E. Fisher). There was no meeting in October due to lack of quorum.

**Financial Report:**

- Bills were paid and accounts balanced through the end of October 31st, 2024.
- Checkbook reconciled as of October 31st, 2024.
- Reviewed monthly expenses and income.
- Reviewed 3rd Quarter report.

**Librarian's Report:**

- Report of items, patrons, circulation, new items, Wi-Fi usage, and interlibrary loans for September and October.
- The Book Club met with 14 attending.
- The Mystic Program met with 26 attending.
- There will be a program this Saturday- the movie "Free Birds" will be shown.

### **Correspondence:**

- Rec'd a letter from Utica National notifying the library that the insurance limit covering the building will be increasing. Also information about cyber insurance. Will not be purchasing as JA covers this.
- Rec'd a letter from the State Education Department regarding the approval of the board seat number change to 5.
- Rec'd email from SALS notifying that our movie license needs renewing- done.
- Also rec'd correspondence from SALS regarding FOIL- sent ideas for developing a request form. We will do research and develop a policy for this.
- Rec'd notice from LEAP that McKenna will be able to come back to work.
- Rec'd request from school to purchase an ad for the yearbook. Will purchase and will feature a picture of McKenna.

### **Unfinished Business:**

- Blue Mountain Lake- James will reach out to Paul.
- Microscopes- On hold.
- Employee handbook- reviewed and a motion was made to approve and the decision was unanimous (M. Clark, M.E. Fisher).

### **New Business:**

- Ray Perras can no longer do our yard work. Vicki reached out to Scott Rabine. He would like to charge for the whole season instead of hourly. Will research to see if this is the best option.
- Our tree in the backyard has branches that have fallen and caused damage to Kathy Smatko's property. Will look into having someone look at the tree in the spring for possible pruning/removal.
- Vicki would like to have Washington County come and teach a class about Narcan administration. She also received test strips for Xylazine.
- Vicki is planning some kids' craft programs for December.
- School will be sending NHS students to help Vicki and Lynn bring down the tree and decorations for the holidays.
- 9/13/25 parade- Library will develop a program for assembling model cars and display them on the day of the parade.

A motion to adjourn at 7:52 was unanimously approved (K. Hunsdon-Stannard, M. Clark).

Draft submitted by Kate Hunsdon-Stannard, Secretary.