

**Fort Edward Free Library
Board Meeting Minutes
September 10, 2025**

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

Excused Absence: John Godfrey

Welcome:

A meeting was called to order by James Donahue at 7:02 p.m. In person meeting. Minutes of the June 11th meeting were unanimously approved (M. Clark, M.E. Fisher).

Financial Report:

- Reviewed 2nd Quarter Report.
- Hill trusts received.
- Bills were paid and accounts balanced through the end of September 10th, 2025.
- Checkbook reconciled as of Aug 31, 2025.

Librarian's Report:

- Report of items, patrons, circulation, new items, Wi-Fi usage, and interlibrary loans for June through August.
- The final summer program report was sent to SALS.
- There will be a library float in the parade this Saturday, September 13th. There will be a pumpkin on the float that will be raffled off at a later date. After the parade there will be a craft at the library from 3-5. Also Paul McCarty will possibly be speaking at the library from 8-9.

- Vicki thanked the board for accommodating hours due to personal reasons.
- The finalized report for the Home for Aged Women Grant was submitted.
- Vicki is planning programs for October and November.
- Will be ordering benches and chairs with the grant money.
- A patron has requested a book to be ordered that features a poem written by the patron's child. Will consider.

Correspondence:

- Received thank you letter from patron Aurora.
- Received notice from Key Bank regarding a class action lawsuit.
- Received the budget request form from the Town.
- Received notice from insurance that the cost will increase and that cyber data privacy is covered.

Unfinished Business:

- Free Food Grant-Received, program ran through summer. Went well.
- Tree Limbing- Done and paid.
- Tutoring Policy- a subcommittee met and proposed a new Building Use Policy that will cover tutoring and therefore will no longer have a separate policy. New policy was reviewed and a motion to accept was unanimously approved (M. Clark, M.E. Fisher).

New Business:

- Board will review all other policies to ensure they are up to date and that we have all necessary ones in place and remove any that are not needed. Will meet for 30 minutes before each monthly board meeting and work on one policy at a time.
- College- Vicki enrolled in a class that caused issues due to uncommon structure and requirements. Vicki is in contact with the college to possibly change classes. Waiting for a resolution.
- Lynne is injured and out of work. Jean is covering the hours and they may be adjusted as needed.
- Lawn grading and seeding- Kate will talk to Girard's Landscaping. Once finished, will look into getting the benches purchased and installed.
- Snow Removal- Scott Rabine has offered to do it again this year for the same price. Will review contract at next meeting.
- The monthly board meetings will be changed to the second Tuesday of each month until further notice.

A motion to adjourn was made at 7:51 p.m. and was unanimously approved (K. Hunsdon-Stannard, M. Clark).

Draft submitted by Secretary Kate Hunsdon-Stannard.