

Minutes of the Argyle Free Library Board of Trustees

January 13, 2020

The meeting was called to order at 6:30 PM by Martha Johnson, President.

Members present: Martha Johnson, Joanne McDowell, Jill Hamilton, Julie Gann, Donna Ruppel, and Phyllis Snell.

Adah DeRosier, Library Director, and Carol Kuhr, President of the Friends of the Library, also attended.

Minutes of Last Meeting:

Minutes of our December meeting was reviewed. Jill motioned to approve them with minor corrections, Donna seconded, and the vote was unanimous.

Board Calendar:

We reviewed the board calendar for upcoming tasks.

Treasurer's Report:

The treasurer reports are included in Attachment 2 to these minutes. We received about \$700 in donations. There were four small fraudulent charges on Sue's debit card. That card is now blocked and the charges are in a dispute process. Jill will prepay bills for Spectrum, National Grid, and Baker & Taylor.

Library Director Report:

Attachment 3 has the detailed Library Director's report. Circulation was up in December, but there was no significant change in the patron counter numbers. Adah has not gotten any feedback from the patrons on the changes to the Tuesday and Thursday hours. She would like to add late afternoon hours on Fridays. We will re-look at that in June.

New York State has a requirement that Spectrum provide free internet service to libraries. That has been in place about a year. The free produce program is over now, and is expected to re-start at the end of May. The attic shelves are full right now, due to weeding of the collection and donations. The prom dress giveaway will start in February, and Adah will be accepting donations. Adah has purchased some robots (robot bugs) using the tech grant money. Jack from SALS gave her a list of potential purchases for the tech grant monies, but since SALS will be starting a lending library of tech items, Adah will wait until that is more defined before making more purchases.

Adah is applying for two grants. One is a gaming grant, that could be used for a game console and/or board games. The other is for creating a 'library of things' that patrons could borrow.

Adah requested to take PTO from May 15 – 24, which is from Friday to Sunday. Someone will need to take her 10 hours on the desk during that time. She will be calling Faith St. John toward the end of January to see if she is interested in doing some substitute work at the library. The Board approved Adah's PTO request.

Committee Reports

- **Friends of the Library:** The FOL decorated and undecorated the library for Christmas. Two of their window candles disappeared. Their next meeting will be in March
- **Personnel Committee:** Adah's reviews will now be annually – no more six month reviews. Adah will do annual reviews of the library staff.
- **Building/Maintenance Committee:** The handicapped ramp is on Jim's list of things to do. Joanne mentioned that we need to discuss the ramp design and materials at our February meeting.

Old Business

- **Elect Trustees & Officers:** Three trustees' terms expire this month – Jill, Phyllis, and Donna. All three were re-elected unanimously. The current slate of officers was re-elected unanimously. They are: President – Martha Johnson; Vice-President – Joanne McDowell, Secretary – Julie Gann; Treasurer – Jill Hamilton.
- **Board Meeting Dates for 2020:** The board meetings will continue to be on the second Monday of each month at 6:30. These dates are: 1/13, 2/10, 3/9, 4/13, 5/11, 6/8, 7/13, 8/10, 9/14, 10/12, 11/9, and 12/14. Jill made this motion, Phyllis seconded it, and the vote was unanimous.
- **Year End Bonus:** Jill proposed, and Joanne seconded that the 2019 year-end bonuses be the same as last year. This would be as follows: Adah - \$150, Sue & Pat - \$125, Mary Wicks, Mary Lou, and Jim - \$50. This amount would be after taxes are taken out. The motion passed unanimously.
- **Policy Review – Behavior, Building Use:** We reviewed the Behavior Policy that Martha and Phyllis had updated, and made minor changes to reference the Computer Use Policy to ensure consistency among them. Martha and Phyllis will bring the updated Behavior Policy to the February meeting for final review and approval. We then reviewed their updated Building Use Policy. A few minor changes were made. Joanne motioned to approve the Building Use Policy with the noted changes, Donna seconded the motion, and it passed unanimously.
- **Seasonal Jobs Calendar:** Julie added the seasonal jobs discussed at our last meeting to the Board Calendar.

- **Library Director PTO in May:** See the above ‘Director’s Report’

New Business:

- **Library Vandalism:** The library was ‘egged’, and the shells thrown in the book drop box. We discussed adding a motion sensor outdoor light above the door, but there was some concern about how to do this and still keep the timer switch. Joanne will check into this with Jim, and Adah will put a post on Front Porch Forum asking people to keep an eye on the library to help prevent future occurrences. If there is more vandalism, we might install a camera with a motion sensor.
- **Library 100 Year Anniversary Brainstorm:** Martha asked for some (free) ideas to help celebrate the library’s 100th anniversary. The following ideas were suggested:
 - A photo album with residents’ photos over the years, showing how the village has changed
 - Amnesty on all library fines
 - Select a commemorative item to sell
 - Have a 1920’s dress party, perhaps on the 4th of July with an award for the best costume
 - Check what other libraries have done to celebrate major anniversaries

Action Item Review: We reviewed the action items, and Julie will update accordingly.

Other Business: None

The next meeting will be January 13 at 6:30PM.

The meeting was adjourned at 8:30 PM, per a motion made by Jill, seconded by Phyllis, and unanimously agreed to by the Board.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Julie	1/13/20: since Carter Conboy, the law firm that administered the grant for the Home for Aged Women, is disbanding – call M. Catalfimo to see who is now in charge of that grant	Done: Mike Catalfimo has an office in Saratoga, and Joanne Stein from that office will be administering that grant. The phone is (518) 465-3484

Action Items		
Person Responsible	Task	Status / Notes
Joanne, Jim	1/13/20: check out adding a motion sensor light above the library door.	
Adah	1/13/20: check with Faith St. John about working some substitute hours at the library	
Building Committee	12/9/19: buy mouse traps for attic – Adah will check the traps, and Jim will empty them	
Sandy	12/9/19: final report on work for grant to Home for Aged Women due ???	
Adah	12/9/19: replace lock on cabinet door	1/13/20: still trying to find a lock that fits
Adah	11/11/19: set up program for selecting Medicare supplement policies for October/November 2020	
Martha	11/11/19: send Nancy Amo a thank you note; review Nancy's notes and our policies for recommended changes	12/9/19: sent thank you note; working on policy changes
Adah	10/14/19: follow up with the school's art club to see if they are still planning to do the mural for the bookshelf near the entrance.	12/9/19: Adah checked, they are working on it
All	8/12/19: find out when in 1921 the library was granted its first charter	9/7/19: the 1 st provisional charter was granted by the NYS Board of Regents on Feb. 24, 1921
Jim	7/8/19: replace rotted corner post	12/9/19: will do in the spring
Adah	6/10/19: check with Jack Scott for more ideas on items to purchase with the Walmart Tech grant monies, and breakage/loss policy ideas	12/9/19: we discussed some options, including robot building kits, etc. 8/12/19: waiting to hear back from him
Adah, Board	1/13/20: in June, re-look possibility of opening the library on Fridays, late afternoons	
Joanne, Julie	1/14/19: check with Chronicle and Post Star re meeting notice not being published.	
LD, Julie	8/13/18: work the school to get volunteers to transfer the digitized yearbooks to the internet	10/8/18: low priority
LD - Adah	8/13/18: give away extra copies of Argyle map during a relevant program, perhaps on Argyle's history	Time and program specifics are TBD, not a high priority; maybe as bingo prizes
TBD	6/11/18: Repair Café program	10/8/18: low priority
All	5/14/18: review all policies after the Strategic Plan is completed; prepare an alternate Public Statements Policy	12/9/19: in progress See Martha's 3/29/18 e-mail

Action Items		
Person Responsible	Task	Status / Notes
Joanne	7/17/17: check with Joseph Cutshall King re a program on local history	10/8/18: low priority 5/14/18: will talk with him 12/11/17: follow up on this later
Adah	3/12/18: prepare and maintain an inventory of non-book items for insurance and replacement purposes in the event of a disaster.	12/9/19: in progress 8/12/19: in progress 5/14/19 Still open 5/14/18: will do after attic clean-up; taking pictures is sufficient

Argyle Free Library
Trustees Meeting Agenda
January 13, 2020

Call to Order

Minutes of Last Meeting

Board Calendar

Treasurer's Report

Director's Report

Committee Reports

- Friends of the Library
- Personnel Committee
- Building Committee

Old Business

- Elect trustees (3 year term) and officers (1 year term)
- Board meeting dates for 2020
- Year end bonus
- Policy Review- Behavior, Building Use
- Seasonal jobs calendar
- Library Director PTO in May

New Business

- Library vandalism
- Library 100 year anniversary brainstorm

Action Items

Other Business

Date of Next Meeting

Adjournment

Treasurer's Report January 2020

Account Balances - As of 1/10/2020 (Includes unrealized gains)

Account	1/10/2020 Balance
Bank Accounts	
Friends' GFN	5,779.60
GF National Bank-Cash Checking	56,617.85
GF National CD's-Multi-Year Redemption	75,000.00
TOTAL Bank Accounts	137,397.45
Cash Accounts	
Petty Cash	23.65
TOTAL Cash Accounts	23.65
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	177,421.10

Account Balances - As of 12/31/2019 (Includes unrealized gains)

1/8/2020

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Account	12/30/2016 Balance	12/31/2016 Balance	12/31/2017 Balance	12/31/2018 Balance	12/31/2019 Balance
Bank Accounts					
Friends' GFN	0.00	0.00	0.00	4,490.05	5,779.60
GF National Bank-Cash Checking	32,113.72	32,113.72	60,285.21	57,208.64	59,074.19
GF National CD's-Multi-Year Redemption	81,722.49	81,722.49	60,000.00	60,000.00	75,000.00
TOTAL Bank Accounts	113,836.21	113,836.21	120,285.21	121,698.69	139,853.79
Cash Accounts					
Petty Cash	67.31	67.31	0.00	117.17	23.65
TOTAL Cash Accounts	67.31	67.31	0.00	117.17	23.65
Asset Accounts					
Library Bldg	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00
TOTAL Asset Accounts	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00
OVERALL TOTAL	153,903.52	153,903.52	160,285.21	161,815.86	179,877.44

**AFL Certificates of
Deposit
Glens Falls National
Bank**

<u>Amount</u>	<u>Issue Date</u>	<u>Maturity Date</u>	<u>Term</u>	<u>Rate</u>	<u>Interest</u>
\$10,000	19-May-17	19-May-20	36 M	0.50%	\$50
\$15,000	20-May-16	20-May-21	60 M	1.00%	\$150
\$25,000	8-Jul-18	8-Jul-21	36M	2.30%	\$575
\$25,000	23-May-19	23-Jul-21	14M	2.47%	\$617.50

\$75,000

1/10/2020

2020 Budget to Actual - 2020

1/1/2020 through 12/31/2020 Using 2020 Budget

Category	Actual	2020 Budget	Difference
INCOME	1,760	85,052	-83,292
Copies-Copier & Computer Printing	0	380	-380
Dividends	0	160	-160
Fines	0	708	-708
Interest Received	0	50	-50
Major Revenue	1,760	83,774	-82,014
Argyle School District	0	62,174	-62,174
Argyle Town	0	12,000	-12,000
Argyle Village	0	500	-500
Book sales	0	200	-200
Donations-Fund Raising & Gifts	1,760	7,500	-5,740
New York State-SALS	0	1,400	-1,400
EXPENSES	4,216	85,052	80,836
Donations	0	300	300
Equipment	0	1,400	1,400
Major Library	0	4,475	4,475
Books	0	3,000	3,000
Digital Data	0	1,200	1,200
Subscriptions-Magazines	0	275	275
Membership Fees	0	100	100
Payroll Services	0	225	225
Program Events	0	1,100	1,100
Special Programs	0	600	600
Summer Prog	0	500	500
Service Charges (SALS)	0	2,400	2,400
Bus. Insurance	0	3,000	3,000
Business Tax	2,456	11,880	9,424
Employee Benefit, Business-Employee ...	0	300	300
Other Employee Benefit, Business-E...	0	300	300
Legal-Prof Fees	0	200	200
Licenses and Permits-License and Per...	0	320	320
Office	2	69	67
Postage and Delivery	55	850	795
Printing and Reproduction	0	250	250
Repairs & Maint	0	5,163	5,163
Supplies, Bus-Supplies	0	1,050	1,050
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	76	3,770	3,694
Electrical Service	0	1,600	1,600
Heating Oil	0	1,600	1,600
Telephone	76	570	494
Wages	1,627	47,700	46,073
Net Difference:	-2,456	0	-2,456

Director's Report: January 2020

1. General Updates:

581 items with 745 circs (what was actually circulated at our library by the library that the item came from and the material type)

556 items with 658 circs (items circulated from AFL's collection regardless of where the items were checked out)

-patron counter stats

-new hours

-internet update

-programs for February 2020

-Produce total tally for season (190 patrons took items!)

-Extensive weeding due to donations/lack of shelf space

-Tech grant purchases and recommendations

-SALS lending library

-Two grants applying for

-Prom dress giveaway time!

-PTO in May

2. Upcoming Programs:

Downton Abbey Movie – Wednesday January 15th @ 5PM

Adult Coloring – Thursday January 16th @ 4PM

Hotel Transylvania 3: Summer Vacation – January 20th @ 5PM

Cookie Swap – Wednesday January 22nd @5PM

Family Feud Game Night – Thursday January 30th @ 5PM