

# **Minutes of the Argyle Free Library Board of Trustees**

**April 13, 2020**

The meeting was called to order at 6:33 PM by Martha Johnson, President. Due to the COVID-19 restrictions, this meeting was held online via Zoom.

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

Adah DeRosier, Library Director, Carol Kuhr, President of the Friends of the Library, and John Felicetti, an interested citizen, also attended.

## **Minutes of Last Meeting:**

Minutes of our March meeting were reviewed. Sandy motioned to approve them with no corrections, Joanne seconded, and the vote was unanimous.

## **Board Calendar:**

We reviewed the board calendar for upcoming tasks. We will discuss the letter to the community about the budget later in this meeting.

## **Treasurer's Report:**

The treasurer reports are included in Attachment 2 to these minutes. The bills included a charge for under-reported color copies. Julie will send Jill a copy of the contract for the copier, which describes the charges. Because the board members were not able to sign the bills in person, all board members verbally approved each of the bills.

## **Library Director Report:**

Attachment 3 has the detailed Library Director's report. Governor Cuomo extended the school closing until at least the end of April, so the library closing will also be extended to the same date as the school closing. Adah will draft a Pandemic/Extended Closure policy. Carol said that SALS recommends that this policy include a clause about part-time workers and their duties (such as being on-call to perform various tasks as needed) during an extended closure. Adah does have tasks that Pat can do during this closure, such as shelf-reading. Adah will coordinate Pat's work time with Jim Hempel, so Pat won't work while Jim is working on the beam and interior painting. Jill motioned that we keep paying the part-time staff through May 11, Donna seconded the motion, and it was unanimously approved.

Adah reported that Sue has completed her chemotherapy treatments, and is hoping to come back to work in a couple of months. She will need a doctor's note before starting work again.

Adah did place a book order in March, but all book orders are on hold until further notice. Adah will hold off on placing any additional book orders until after April, depending on when

the library is able to re-open. She may create a library youtube page for story time for children. Adah will check with the school to see what they're doing to reach out to students who don't have internet access.

Adah is also offering technical help to patrons and anyone who is interested via Zoom. This includes downloading e-books to Kindles and other e-readers, as well as general technical help with smart phones, computer issues, etc. John F. offered to help people with technical issues.

The summer program is still up in the air, until Adah gets more information about how long things will be closed due to COVID-19. She is thinking about virtual programs that may be appropriate if the library is still closed at that time.

### **Committee Reports**

- **Friends of the Library:** The next FOL meeting will be held via Zoom on April 20 at 7:00 PM. They will be nominating their slate of officers. Carol announced that the Argyle town office will be open on Wednesday morning for people to get free face masks. The May plant sale is cancelled. There is some discussion as to whether to hold the plant sale at some later time.
- **Building/Maintenance Committee:** Nothing to report.

### **Old Business**

- **Financial Policy:** The revised Financial Policy was discussed, and minor changes were recommended. Jill motioned to approve the policy with the recommended changes, Donna seconded the motion, and it passed unanimously.
- **Ramp/Post Update:** Jim is making progress, and there will be a small amount of money left after the basics are completed. We discussed some options for using that money within the constraints of the grant, and agreed to extend the non-skid coating on the ramp to cover the entire ramp floor instead of only the slanted portion of the floor. The work should be completed in sufficient time for the final report to be submitted by the end of May.
- **Budget Letter to Voters in the Age of COVID-19:** The Board normally sends out a letter to the voters prior to the budget vote. However, since the Board is not permitted to ask for a 'yes' from the voters in that letter, we discussed whether the FOL could send a letter to the voters asking them to vote 'yes' on our requested budget increase. Mailing the letter costs about \$400 if the school does the printing. Carol will check with SALS to see if there is any conflict of interest with the FOL putting out such a letter.
- **Responsible Recycling of Books:** Donna checked with the Weibel Avenue Transfer Station in Saratoga to see if they would take any books leftover from our annual book

sale. They will take the paperbacks at no charge, but we would have to take the covers off the hardcover books for them to take those at no charge. John F. mentioned that the Greenwich transfer station has a couple of book shelves for people to drop off unwanted books. Julie will ask the Glens Falls Senior Center if they would like our excess books.

- **Annual Financial Records Review:** We agreed to postpone the financial records review by the Financial committee until the COVID-19 restrictions are lifted, as the committee would need to meet in person with the treasurer.
- **Annual Library Trustee Association Attendance/Scholarship Application:** Due to the COVID-19 restrictions, the Annual Library Trustees Association meeting is cancelled, and so there is no need to apply for a scholarship for Adah to attend.

**New Business:**

- **Paycheck Protection Program:** 501(c)(3) associations, such as our library, are eligible to apply for these loans that reimburse companies for payroll expenses during COVID-19 business closures. Joanne will check into whether we are eligible and should apply.

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

**Other Business:** None

The next meeting will be May 11 at 6:30PM.

The meeting was adjourned at 8:40 PM, per a motion made by Donna, seconded by Julie, and unanimously agreed to by the Board.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Joanne	4/13/20: check into whether the library is eligible for and should apply for a loan/grant from the Payroll Protection Program	
Julie	4/13/20: check with Glens Falls Sr Ctr about them taking our excess books after the book sale	5/7: no, but maybe Queensbury Sr Ctr would
Carol	4/13/20: check with SALS to see if it's OK for FOL to send a letter to the voters requesting a 'yes' vote for our budget increase	4/16: Carol sent us an email thread with Sara (SALS), indicating the it's probably not allowed.

Action Items		
Person Responsible	Task	Status / Notes
Adah	4/13/20: check with school to see what they're doing to reach out to students without access to good internet	
Financial Committee	4/13/20: conduct financial records review once the COVID-19 restrictions are lifted	
Julie	2/10/20: check with Rosemary to see if she's interested in doing a cooking program for kids, and if so, what age range	4/6/20: on hold until COVID-19 isolation is lifted 2/25/20: Rosemary is interested, but would like to wait to discuss details until early April.
Joanne, Jim	1/13/20: check out adding a motion sensor light above the library door.	4/13/20: decided simplest solution is to just leave the outdoor light on all night 3/9/20: working it 2/10/20: in process
Adah	1/13/20: check with Faith St. John about working some substitute hours at the library	4/13/20: on hold until normal operating hours resume 3/9/20: Faith can't do this now; Adah will post opening on FB and put up sign in library 2/10/20: has contacted Faith, and is waiting to hear back from her to set up an interview
Sandy	12/9/19: final report on work for grant to Home for Aged Women due ???	2/10/20: Sandy reported that the work must be completed & final report submitted by 5/31/20
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	4/13/20: Martha has started to match Nancy's recommendations with our policies; Julie will set up chart to make it easier 3/10/20: will make a list of Nancy's recommendations and show where each one is addressed 2/10/20: working on policy changes 12/9/19: sent thank you note; working on policy changes

Action Items		
Person Responsible	Task	Status / Notes
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.	3/10/20: Art Club said they will be done by end of March 2/10/20: no updates 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 <sup>st</sup> provisional charter was granted by the NYS Board of Regents on Feb. 24, 1921
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.	4/13/20: Joanne will check with the Post Star, Julie with the Chronicle
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
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  
April 13, 2020

Call to Order

Minutes of Last Meeting

Board Calendar

Treasurer's Report

Director's Report

Committee Reports

- Friends of the Library
- Building Committee

Old Business

- Financial Policy
- Ramp update
- Budget letter to voters in the age of COVID-19
- Responsible recycling of books
- Annual financial records review
- Annual Library Trustee Association attendance/scholarship application

New Business

- Paycheck Protection Program

Action Items

Other Business

Date of Next Meeting

Adjournment

## Treasurer's Report April 2020

### Account Balances - As of 4/11/2020 (Includes unrealized gains)

Account	4/11/2020 Balance
<b>Bank Accounts</b>	
Friends' GFN	5,854.60
GF National Bank-Cash Checking	47,109.70
GF National CD's-Multi-Year Redemption	75,000.00
<b>TOTAL Bank Accounts</b>	<b>127,964.30</b>
<b>Cash Accounts</b>	
Petty Cash	17.44
<b>TOTAL Cash Accounts</b>	<b>17.44</b>
<b>Asset Accounts</b>	
Library Bldg	40,000.00
<b>TOTAL Asset Accounts</b>	<b>40,000.00</b>
<b>OVERALL TOTAL</b>	<b>167,981.74</b>

## 2020 Budget to Actual - 2020

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

4/11/2020

Category	Actual	2020 Budget	Difference
<b>INCOME</b>	<b>16,314</b>	<b>85,052</b>	<b>-68,738</b>
Copies-Copier & Computer Printing	58	360	-302
Dividends	0	160	-160
Fines	123	708	-585
Interest Received	0	50	-50
Major Revenue	<b>15,623</b>	<b>83,774</b>	<b>-68,151</b>
Argyle School District	0	62,174	-62,174
Argyle Town	12,000	12,000	0
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	3,623	7,700	-4,077
New York State-SALS	0	1,400	-1,400
Other Inc, Bus	283	0	283
<b>EXPENSES</b>	<b>28,612</b>	<b>85,052</b>	<b>56,440</b>
Donations	0	300	300
Equipment	264	1,400	1,136
Major Library	<b>2,025</b>	<b>4,475</b>	<b>2,450</b>
Books	1,775	3,000	1,225
Digital Data	250	1,200	950
Subscriptions-Magazines	0	275	275
Membership Fees	0	100	100
Payroll Services	21	225	205
Program Events	<b>56</b>	<b>1,100</b>	<b>1,044</b>
Special Programs	58	600	544
Summer Prog	0	500	500
Service Charges (SALS)	614	2,400	1,786
Bus. Insurance	0	3,000	3,000
Business Tax	6,214	11,880	5,666
Employee Benefit, Business-Employee ...	<b>0</b>	<b>300</b>	<b>300</b>
Other Employee Benefit, Business-E...	0	300	300
Legal-Prof Fees	0	200	200
Licenses and Permits-License and Per...	0	320	320
Office	30	69	39
Postage and Delivery	658	850	194
Printing and Reproduction	248	250	2
Repairs & Maint	1,588	5,163	3,577
Supplies, Bus-Supplies	270	1,050	780
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	<b>3,302</b>	<b>3,770</b>	<b>468</b>
Electrical Service	1,302	1,600	298
Heating Oil	1,343	1,600	257
Telephone	658	570	-86
Wages	13,099	47,700	34,601
<b>Net Difference:</b>	<b>-12,298</b>	<b>0</b>	<b>-12,298</b>



## Director's Report: April 2020

### 1. General Updates:

- Extended school and library closure
- Pandemic/Extended closure policy creation
- Sue and Pat update
- book orders on hold with B & T
- Mini book pickup box idea (little free library)
- Idea of offering virtual tech help/resource assistance through Zoom
- Idea to do Pre-recorded story times uploaded to Facebook or creating a library Youtube to upload to
- Summer reading program – virtual programming?