

Minutes of the Argyle Free Library Board of Trustees

June 8, 2020

The meeting was called to order at 6:30 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, and John Felicetti, an interested citizen, also attended.

Minutes of Last Meeting:

Minutes of our May meeting were reviewed. Sandy motioned to approve them with minor corrections, Joanne seconded, and the vote was unanimous.

Board Calendar:

We reviewed the board calendar for upcoming tasks. The air conditioning units need to be put in the windows. Due to COVID-19, we will move the discussion about modifying the library hours until September. Adah will write a grant application to the Home for Aged Women to obtain materials such as audio and large print books, and assistive technologies.

Treasurer's Report:

The treasurer reports are included in Attachment 2 to these minutes. The SALS bill was not received this month, so we can expect two bills from them for next month. The furnace repair bill came, but only covers the valves. The heating tank still needs to be replaced. A \$30,000 36-month CD matured in May. Jill rolled it over to another 36-month CD. 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. Curbside pickup of books started last Monday. About one to two people are picking up books each day, but there are several phone calls every day. Per Sandy's suggestion, Adah will let people know that they can request books by genre, and the librarian will select books based on those requests. SALS had turned off online holds as there were too many for the system to handle. They will turn those holds back on starting June 21.

Adah had worked with Annie Miller from the Greenwich Library to apply for a wi-fi grant from Microsoft via Spectrum. This grant was for equipment only, with \$250 available if additional equipment is required. Adah was awarded that grant, and a wi-fi unit/router will be

placed at the Cossayuna firehouse. This location should give wi-fi access to people in Cossayuna, Argyle, Salem, and Greenwich.

Because the ability to have in-person summer programs is in doubt, Adah will use Read Squared to track books read by children. She will put together packages for children who do not have home access to the internet.

The new books that were ordered from Baker & Taylor should start shipping this week. State guidance for Phase 4 reopening for libraries is still not clear. Adah anticipates that the library will be able to be open for patrons sometime in July.

Committee Reports

- **Friends of the Library:** No report.
- **Building/Maintenance Committee:** The doorbell (included in the last grant from the Home for Aged Women) has been installed. Jim will install the air conditioning units, and do the chimney and roof fascia boards once his foot is healed.

Old Business

- **School Budget Vote:** Julie will let the board know once the results are available.
- **Public Relations & Social Media Policy:** This policy was approved with no changes. The old public statements policy is outdated and replaced by this one.
- **Pandemic Policy:** Adah updated this policy based on the discussion during May's meeting. She will send the updated policy to all board members.
- **Reopening Library:** See the above Library Director's report.
- **Book Sale:** The fire company did cancel the 4th of July parade, so we will not hold our usual 4th of July book sale. In August, we will consider whether to have a book sale during the town-wide garage sale on Columbus Day, if that event takes place.
- **Library Hours:** See the above Library Director's report.

New Business: none

Action Item Review: The Action Item table below reflects changes due to their review.

Other Business: At our last meeting, we had agreed to pay the library's employees through the date of this meeting. Jill motioned to extend this until our next meeting (7/13/2020). Donna seconded the motion, and it passed unanimously.

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

The meeting was adjourned at 7:45 PM, per a motion made by Julie, seconded by Phyllis, and unanimously agreed to by the Board.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
All	6/8/20: in August, consider whether to have our book sale during the town-wide garage sale	
Adah	6/8/20: write grant application to Home for Aged Women for audio & large print books, and assistive technologies	
Martha	5/11/20: send thank you note to Adah's other boss for sending a cleaning crew to our library	6/8/20: has written the note, it's ready for printing & mailing
Julie	4/13/20: check with Glens Falls Sr Ctr about them taking our excess books after the book sale	7/12/20: Queensbury Sr Ctr cannot take at this time – maybe in the fall 5/7: no, but maybe Queensbury Sr Ctr would
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.
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

Action Items		
Person Responsible	Task	Status / Notes
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	6/8/20: Martha has a chart to help track, work is in progress 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
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.	6/8/20: on hold due to COVID-19 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 st 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	6/8/20: will re-look in September
Joanne, Julie	1/14/19: check with Chronicle and Post Star re meeting notice not being published.	7/10/20: Joanne did, sent info to Julie; Post Star not publishing meeting notices any longer 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

Action Items		
Person Responsible	Task	Status / Notes
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	6/8/20: Public Relations & Social Media policy approved, replaces old 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 5/14/19 Still open 5/14/18: will do after attic clean-up; taking pictures is sufficient

Argyle Free Library
Trustees Meeting Agenda
June 8, 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

- School budget vote
- Public Relations and Social Media Policy
- Pandemic Policy
- Reopening library
- Book sale
- Library hours

New Business

Action Items

Other Business

Date of Next Meeting – Monday July 13

Adjournment

Treasurer's Report June 2020

Account Balances - As of 6/6/2020 (Includes unrealized gains)

Account	6/6/2020 Balance
Bank Accounts	
Friends' GFN	5,854.60
GF National Bank-Cash Checking	38,556.44
GF National CD's-Multi-Year Redemption	75,000.00
TOTAL Bank Accounts	119,411.04
Cash Accounts	
Petty Cash	17.44
TOTAL Cash Accounts	17.44
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	159,428.48

6/8/2020

Category	Actual	2020 Budget	Difference
INCOME	17,085	85,052	-67,967
Copies-Copier & Computer Printing	58	360	-302
Dividends	0	160	-160
Fines	123	708	-585
Interest Received	0	50	-50
Major Revenue	16,168	83,774	-67,606
Argyle School District	0	62,174	-62,174
Argyle Town	12,000	12,000	0
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	4,168	7,700	-3,532
New York State-SALS	0	1,400	-1,400
Other Inc, Bus	509	0	509
EXPENSES	37,475	85,052	47,577
Donations	0	300	300
Equipment	264	1,400	1,136
Major Library	2,146	4,475	2,329
Books	1,775	3,000	1,225
Digital Data	371	1,200	829
Subscriptions-Magazines	0	275	275
Membership Fees	0	100	100
Payroll Services	21	225	205
Program Events	63	1,100	1,037
Special Programs	63	600	537
Summer Prog	0	500	500
Service Charges (SALS)	1,019	2,400	1,381
Bus. Insurance	0	3,000	3,000
Business Tax	6,214	11,880	5,666
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	34	69	35
Postage and Delivery	967	850	-117
Printing and Reproduction	248	250	2
Repairs & Maint	2,516	5,163	2,647
Supplies, Bus-Supplies	270	1,050	780
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	3,302	3,770	468
Electrical Service	1,302	1,600	298
Heating Oil	1,343	1,600	257
Telephone	656	570	-86
Wages	20,185	47,700	27,515
Net Difference:	-20,390	0	-20,390

Director's Report: June 2020

1. General Updates:

-Curbside Update

-Other local SALS Lib. Curbside tentative dates

-Facebook – boost for Curbside pickup

-Wifi Grant

-ReadSquared Update for Summer Reading program

-Update on Baker and Taylor book orders

-Phase four re-opening for libraries – following SALS/other libraries lead on building opening (Phase 3) – looking like some point in July