

Minutes of the Argyle Free Library Board of Trustees

July 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, Sandy Smith, 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 June meeting were reviewed. Phyllis motioned to approve them with minor corrections, Sandy seconded, and the vote was unanimous.

Board Calendar:

We reviewed the board calendar for upcoming tasks. No additional actions are required this month.

Treasurer's Report:

The treasurer reports are included in Attachment 2 to these minutes. The routine bills were received and approved. Additional donations in the name of Eleanor Randles were received. Jill returned the unused \$243 to the administrators of the grant from the Washington County Home for Aged Women, and filed the tax return.

Library Director Report:

Attachment 3 has the detailed Library Director's report. The library is re-opened with limited hours so patrons can come in and select books in person, use the computers, etc. Curbside pickup of books is continuing for those who prefer it. The Fresh Food Collective program will restart on July 20. Delivery of fresh produce will be on Tuesdays.

Adah received the equipment from wi-fi grant from Microsoft via Spectrum, and tried to set it up at the Cossayuna Firehouse. A cable was missing, so she bought the cable and will try to

finish setting up the wireless equipment this week. This location should give wi-fi access to people in Cossayuna, Argyle, Salem, and Greenwich.

The grant application from the Home for Aged Women is due Friday. Julie will work with Adah to review the grant prior to the submission deadline.

Adah has given out bags for the summer reading program, and set up a virtual reading program with Read Squared. No one has signed up for the virtual program yet, so Adah will try different ways to publicize it.

Adah bought three Amazon Kindle Fires with money from the tech grant. She will reserve one to use as a centennial give-away, and use the other two for loaning out to library patrons. Patrons must be at least 18 years old to borrow a Kindle Fire.

State aid is available for library construction grants. Phyllis will take the lead on preparing a grant to replace the old carpeting, with support from Donna and Julie.

Committee Reports

- **Friends of the Library:** The flower garden is up and doing well. The next FOL meeting will be on September 9. In the event that the FOL decide to hold a plant sale, they will hold a planning meeting in August.
- **Building/Maintenance Committee:** Jim completed work on the chimney cap and fascia boards. He suggested using the remaining spindles from the front entrance ramp to upgrade the stairway to the furnace room. After some discussion, the board decided not to authorize that, but instead to have Jim repair the threshold and trim around the furnace door. He will also get an estimate for replacing the current door with an insulated door. Joanne will check with McDonald's to see if a vented door is required for the furnace room.

Old Business

- **Pandemic Policy:** Martha and Phyllis will modify the staff pay section per board comments. Sandy motioned to accept the policy with that modification, Joanne seconded the motion, and it passed unanimously.
- **Exhibits and Displays Policy:** This policy was approved with minor grammatical changes. Joanne motioned to approve the policy with the noted changes, Sandy seconded the motion, and it passed unanimously.
- **Library Centennial:** Donna and Julie discussed the ideas that the 100th Anniversary Committee identified during their June 18 meeting.
- **Paying Part-Time Employees:** Pat is currently working 12 hours/week. Adah can

give her additional tasks to make up the missing three hours each week.

- **Newspaper Posts:** Joanne contacted the Post Star and Chronicle to find out how to make sure that meetings and other items of interest from the library are included in their publications. The Post Star no longer publishes meeting notices, though they can be posted in their on-line events calendar. The Chronicle has an e-mail address to use when submitting meeting notices or items of interest.

New Business: none

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

Other Business: None.

The next meeting will be August 10 at 6:30PM.

The meeting was adjourned at 8:15 PM, per a motion made by Sandy, seconded by Donna, and unanimously agreed to by the Board.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Joanne	7/13/20: check with McDonald's to see if the furnace room requires a vented door	
Jim	7/13/20: get an estimate for the cost of an insulated door for the furnace room	
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	7/14: completed
Adah	4/13/20: check with school to see what they're doing to reach out to students without access to good internet	7/13: did contact them, waiting to hear back
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.

Action Items		
Person Responsible	Task	Status / Notes
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
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	7/13/20: Martha will get with Julie re chart 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
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

Action Items		
Person Responsible	Task	Status / Notes
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 Relns & 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.	7/13/20: 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
July 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

- Pandemic Policy
- Exhibits and Displays Policy
- Library Centennial
- Paying part time employees
- Library hours
- Newspaper posts

New Business

Action Items

Other Business

Date of Next Meeting – August 10

Adjournment

Treasurer's Report July 2020

Account Balances - As of 7/12/2020 (Includes unrealized gains)

Account	7/12/2020 Balance
Bank Accounts	
Friends' GFN	5,804.60
GF National Bank-Cash Checking	31,094.14
GF National CD's-Multi-Year Redemption	75,000.00
TOTAL Bank Accounts	111,898.74
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	151,916.18

2020 Budget to Actual - 2020
1/1/2020 through 12/31/2020 Using 2020 Budget

7/12/2020

Category	Actual	2020 Budget	Difference
INCOME	17,660	85,052	-67,392
Copies-Copier & Computer Printing	58	380	-302
Dividends	0	160	-160
Fines	123	708	-585
Interest Received	0	50	-50
Major Revenue	16,743	83,774	-67,031
Argyle School District	0	62,174	-62,174
Argyle Town	12,000	12,000	0
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	4,743	7,700	-2,957
New York State-SALS	0	1,400	-1,400
Other Inc, Bus	509	0	509
EXPENSES	45,563	85,052	39,489
Donations	0	300	300
Equipment	264	1,400	1,136
Major Library	2,264	4,475	2,211
Books	1,775	3,000	1,225
Digital Data	489	1,200	711
Subscriptions-Magazines	0	275	275
Membership Fees	0	100	100
Payroll Services	21	225	205
Program Events	410	1,100	690
Special Programs	113	600	487
Summer Prog	298	500	204
Service Charges (SALS)	1,019	2,400	1,381
Bus. Insurance	0	3,000	3,000
Business Tax	9,943	11,880	1,937
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	282	69	-213
Postage and Delivery	967	850	-117
Printing and Reproduction	248	250	2
Repairs & Maint	2,948	5,163	2,217
Supplies, Bus-Supplies	391	1,050	659
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	658	570	-88
Wages	23,280	47,700	24,420
Net Difference:	-27,902	0	-27,902

Director's Report: July 2020

1. General Updates:

-Curbside Update and First Day Open Update

-Update on other libraries

-Inter-library loan update

-Wifi Grant and HFAW Grant Update

-Summer Reading Program

-Amazon Fire Kindles

-Contacted ACSO and librarian about getting info out to students

-State Aid for Library Construction Application - SALS has been allocated a total of \$396,655 in funding for eligible projects. (due August 28th)