

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

**September 14, 2020**

The meeting was called to order at 6:33 PM by Martha Johnson, President. The meeting was changed from Monday, August 10 to Thursday August 13 due to weather.

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

Carol Kuhr, President of the Friends of the Library, Faith St. John, Nancy Skirkanich, and John Felicetti also attended.

**Update on Wireless Booster:** Nancy reported on the progress of using the equipment Microsoft donated to provide a community wi-fi capability at the Cossayuna Firehouse. She and Julie met with Annie Miller, the Greenwich Library Director, who Adah had been working with on the grant. Annie will pay for any extra equipment that may be needed, up to \$500. The Cossayuna Fire Captain is eager to have this capability. He will put up signs once the wi-fi is active, and will ask folks to park on the side of the building to use the wi-fi, so as not to block the doors. He will have one of his folks help with the installation. There will be a way to track how many people use it, once it is available.

### **Minutes of Last Meeting:**

Minutes of our August meeting were reviewed. Phyllis motioned to approve them with one typo correction, Joanne seconded, and the vote was unanimous.

### **Board Calendar:**

We reviewed the board calendar for upcoming tasks. Sexual harassment training is required by the state every year. It was due to be completed in September, but is being postponed. Joanne checked with the town who said it is a low priority right now. She will check back with them in a couple of months.

### **Treasurer's Report:**

The treasurer reports are included in Attachment 2 to these minutes. Jill has received additional donations in memory of Sue. She also received a refund from the IRS for overpayment of estimated taxes. It's time once again to ask that the town include funding for the library in their upcoming budget. Jill suggested that we ask for the same \$12,000 we received last year, and all agreed.

**Library Director Report:** N/A, as we are currently between library directors.

## Committee Reports

- **Friends of the Library:** There will be a meeting this Wednesday at the library. The Memorandum of Agreement between the FOL and the Board needs to be reviewed. Our bylaws need to mention the FOL as a permanent committee. Joanne and Carol will do this review. Carol also mentioned that there is a NYLA webinar on 'Engaging Millennials' on September 28, for any who are interested.
- **Building/Maintenance Committee:** Joanne has not yet heard from McDonald Oil about whether a vented door is needed for the furnace room. She noted that some posts are starting to rot in the fence at the back of the building. We agreed that this could be a spring project after Jim is feeling better.
- **Library Centennial Committee:** No updates.

## Old Business

- **Town Budget Request:** See above Board Calendar.
- **Fence:** See above Building/Maintenance Committee.
- **Library Fines:** SALS waived all fines during the pandemic, but is considering whether to restart them sometime in September.
- **Checklist for Employees Leaving/New Hires:** Adah will do an exit interview remotely. The board went into executive session to discuss staffing issues.

## New Business:

- **NYLA Webinars:** See the FOL Committee Report above
- **Re-Institute Homework Assignments:** Martha will send out homework assignments (Trustee Handbook reading) for our next meeting.

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

## Other Business:

- **Grant from the Home for Aged Women:** There has not yet been any response to the grant application Adah submitted.
- **Donations in Memory of Sue McWhorter:** We discussed what we should do with the donations made to the library in memory of Sue. Joanne will look into this.

The next meeting will be October 12 at 6:30PM.

The meeting was adjourned at 8:05 PM, per a motion made by Jill, seconded by Joanne, and unanimously agreed to by the Board.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Joanne	9/14/20: think about what we could do as a library memorial to Sue	
Julie	9/14/20: check with SALS re resuming normal library operating hours	9/16/20: talked with Sarah Dallas; she said it's recommended we have a Team A & B approach to ensure someone is still available in the event of COVID19 exposure
Jill	9/14/20: get more info regarding employee benefits – costs, cost sharing, etc.	
Jim	9/14/20: replace rotting fence posts in the back fence in Spring 2021	
Carol, Joanne	9/14/20: review the MOA and both the board and FOL bylaws for any necessary updates	10/11/20: Joanne sent out proposed Board bylaw updates 10/9: Carol sent out FOL updates
Julie	9/13/20: send Faith the final July minutes, the draft August minutes, and the amended Behavior Policy to post on the website	10/11/20: done, plus the Discrimination & Harassment policy
Faith	8/13/20: contact Lily Loveday re re-scheduling an outdoor dance program	
Jim, Joanne	8/13/20: Jim's receipts for purchases from Reid's HW need to be given to Jill	9/14/20: Jim doesn't have them
Joanne	8/13/20: check with the town about sexual harassment training	9/14/20: town told Joanne that was a low priority for now; she will check back with them in a couple of months
Joanne	7/13/20: check with McDonald's to see if the furnace room requires a vented door	9/14/20: no word yet from McDonald's, should hear back this week
Jim	7/13/20: get an estimate for the cost of an insulated door for the furnace room	
Adah	6/8/20: write grant application to Home for Aged Women for audio & large print books, and assistive technologies	9/14/20: no word yet on if we got the grant 7/14: completed

Action Items		
Person Responsible	Task	Status / Notes
Faith	4/13/20: check with school to see what they're doing to reach out to students without access to good internet	8/13/20: contacted them again, still waiting to hear back 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.
Faith	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
Faith	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 <sup>st</sup> provisional charter was granted by the NYS Board of Regents on Feb. 24, 1921
Faith, 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

Action Items		
Person Responsible	Task	Status / Notes
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 - Faith	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
Faith	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  
September 14, 2020

Call to Order

Update on wireless booster

Minutes of Last Meeting

Board Calendar

Treasurer's Report

Director's Report

Committee Reports

- Friends of the Library
- Building Committee
- Library Centennial Committee

Old Business

- Town budget request
- Fence
- Library fines
- Checklist for when an employee leaves/ new hire
- Staffing- current, future

New Business

- NYLA webinars
- Re-institute homework assignments

Action Items

Other Business

Date of Next Meeting – October 12

Adjournment

## Treasurer's Report September 2020

### Account Balances - As of 9/12/2020 (Includes unrealized gains)

Account	9/12/2020 Balance
<b>Bank Accounts</b>	
Friends' GFN	5,804.60
GF National Bank-Cash Checking	21,648.12
GF National CD's-Multi-Year Redemption	75,151.22
<b>TOTAL Bank Accounts</b>	<b>102,603.94</b>
<b>Cash Accounts</b>	
Petty Cash	6.57
<b>TOTAL Cash Accounts</b>	<b>6.57</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>142,610.51</b>

9/12/2020

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

Category	Actual	2020 Budget	Difference
<b>INCOME</b>	<b>18,518</b>	<b>85,052</b>	<b>-66,534</b>
Copies-Copier & Computer Printing	58	360	-302
Dividends	0	160	-160
Fines	114	708	-594
Interest Received	0	50	-50
Major Revenue	<b>16,883</b>	<b>83,774</b>	<b>-66,891</b>
Argyle School District	0	62,174	-62,174
Argyle Town	12,000	12,000	0
Argyle Village	500	500	0
Donations-Fund Raising & Gifts	4,383	7,700	-3,317
New York State-SALS	0	1,400	-1,400
Other Inc, Bus	510	0	510
<b>EXPENSES</b>	<b>56,984</b>	<b>85,052</b>	<b>28,068</b>
Donations	54	300	247
Equipment	264	1,400	1,136
Major Library	<b>3,299</b>	<b>4,475</b>	<b>1,176</b>
Books	2,775	3,000	225
Digital Data	524	1,200	676
Subscriptions-Magazines	0	275	275
Membership Fees	0	100	100
Payroll Services	21	225	205
Program Events	<b>421</b>	<b>1,100</b>	<b>679</b>
Special Programs	113	600	487
Summer Prog	307	500	193
Service Charges (SALS)	1,827	2,400	573
Bus. Insurance	1,636	3,000	1,364
Business Tax	9,943	11,880	1,937
Employee Benefit, Business-Employee ...	<b>50</b>	<b>300</b>	<b>250</b>
Other Employee Benefit, Business-E...	50	300	250
Legal-Prof Fees	0	200	200
Licenses and Permits-License and Per...	0	320	320
Office	288	69	-219
Postage and Delivery	967	850	-117
Printing and Reproduction	248	250	2
Repairs & Maint	3,066	5,163	2,097
Supplies, Bus-Supplies	559	1,050	491
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	656	570	-86
Wages	30,813	47,700	16,887
<b>Net Difference:</b>	<b>-38,465</b>	<b>0</b>	<b>-38,465</b>



## **Director's Report: September 2020**

Not available, as Adah has left and Faith has not yet started.