

# Minutes of the Argyle Free Library Board of Trustees

## January 11, 2021

The meeting was called to order at 6:33 PM by Martha Johnson, President. This was a zoom meeting.

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

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

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

Minutes of our December meeting were reviewed. Donna motioned to approve them with no changes, Joanne seconded, and the vote was unanimous.

### **Board Calendar:**

We reviewed the board calendar for upcoming tasks. Julie will put copies of the Conflict of Interest forms in the library for all board members and the LD to sign.

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

The treasurer reports are included in Attachment 2 to these minutes. Jill was not able to attend this meeting.

### **Library Director Report:**

See Attachment 3 for the complete Library Director's report. Faith reported that the patron count is down, due to the library changing to pick-up only because of the uptick in COVID cases. The produce people have stopped delivering fresh produce for the time being, and are now delivering only shelf-stable items, such as peanut butter. Pat is in the hospital, and Faith will keep us updated on her status. Faith will start accepting donated books again in the hope that we will be able to have our normal summer book sale..

### **Committee Reports**

- **Friends of the Library:** The FOL took down the Christmas decorations. There has been very little activity other than that. Their next meeting will be in March.
- **Building/Maintenance Committee:** Joanne reported that Randy did fix the water leak.
- **Library Centennial Committee:** Faith did receive some logos the school students did for our centennial celebration. She will forward them to the board.

## Annual Meeting

- **Renew Expiring Trustee Terms:** Martha, Joanne, Julie and Sandy's terms are expiring this month. Joanne motioned to renominate all of them for another three year term, Sandy seconded the motion, and it passed unanimously.
- **Elect Board Officers for 2021:** Sandy motioned to re-elect all current officers for another year, Phyllis seconded the motion and it passed unanimously. The Board's officers are:
  - President: Martha Johnson
  - Vice President: Joanne McDowell
  - Treasurer: Jill Hamilton
  - Secretary: Julie Gann
- **Sign Conflict of Interest Form:** Because this was a zoom meeting instead of an in-person meeting, Julie will put copies of the Conflict of Interest form in the board's drawer at the library for all board members and Faith to sign. Julie will pick them up from the library once everyone has signed one.
- **Approve Meeting Dates for 2021 – 2022:** Julie made a motion that we continue to hold the board meetings on the second Monday of each month. Sandy seconded the motion, and it was unanimously approved.

## Old Business

- **Water Leak:** See above Committee Reports.
- **Air Filter:** We discussed the research that John and Joanne had done into air filters. Given the physical configuration of the library, and the reported effectiveness of the air filters, all agreed that there was not enough "bang for the buck" to justify buying one.
- **Cleaning Person:** Because Mary Wicks had to resign, Faith talked with Jess Harrington, who is interested in the position. Donna motioned to approve Jess as our new cleaning person, Sandy seconded the motion, and it passed unanimously.
- **Painting:** While the library is closed to patrons, Faith and the library clerks have time to do additional tasks. Faith would like to paint the interior walls and some bookshelves, and requested approval to spend up to \$300 on painting supplies. Phyllis made that motion, Donna seconded it, and it was approved unanimously.

**New Business:** One computer needs to be replaced, but Mary (an IT person from SALS) said to wait on ordering that, as they're having trouble getting good equipment.

**Other Business:** None

**Action Item Review:** See below updates to the action items.

The next meeting will be February 8 at 6:30PM.

The meeting was adjourned at 7:27 PM, per a motion made by Joanne, seconded by Sandy, and unanimously agreed to by the Board.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Faith	1/11/21: one computer needs to be replaced, so Faith will keep touching base with SALS to see when they're ready to take our computer order	
Faith	1/11/21: she received some potential logos for the centennial from the school, and will forward them to us	
All	1/11/21: sign Conflict of Interest statements	
All	1/11/21: sign resolution on records retention	
Faith	12/14/20: return wi-fi equipment to Microsoft, as it was not the appropriate equipment for the firehouse situation	1/11/21: will do this week
Julie	12/14/20: follow-up with Carolyn McClellon about old yearbooks and photos for the centennial memory book	
Centennial Comm	12/14/21: review material found in attic to see if/how it can be used in centennial events and displays	
Faith	12/14/20: get quotes from licensed contractors for remodeling the pass-through, as it will involve moving electric and phone lines.	
Faith	11/9/20: check to see if other libraries close for the Juneteenth holiday	
Julie	11/9/20: check copier contract for their charges to us for copies; send contract to Jill – basis for discussion on rates we should charge patrons for copies	12/9: sent copier contract to Jill
Faith	11/9/20: will re-start the community calendar that the PTSA used to maintain, possibly with an online component	1/11/21: on pause due to COVID
Julie	11/9/20: check with local GEB folks to see if they're interested in making a short video on puppy raising	11/14: yes, they are interested and willing to do this.

Action Items		
Person Responsible	Task	Status / Notes
Faith, Julie	11/9/20: Faith to send user data to Julie, who will set up charts/graphs so we can better see the trends	1/11/21: will wait until library re-opens
Julie	11/9/20: bring something to prop up one side of the sandwich board	
Faith	10/19/20: check with Crandall to see what they do to provide materials to homebound people	1/11/21: on pause due to COVID
Jim	10/19/20: replace furnace room door and threshold in the spring 2021 7/13/20: get an estimate for the cost of an insulated door for the furnace room	
Joanne	9/14/20: think about what we could do as a library memorial to Sue	
Jim	9/14/20: replace rotting fence posts in the back fence in Spring 2021	
Faith	8/13/20: contact Lily Loveday re re-scheduling an outdoor dance program	1/11/21: have e-mailed, waiting for warmer weather
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.
Board	12/14/20: decide when to return to the NYS required 25 hours/week, and what that schedule should be	

Action Items		
Person Responsible	Task	Status / Notes
Martha	11/11/19: send Nancy Amo a thank you note; review Nancy's notes and our policies for recommended changes	1/11/21: Martha did send thank you note; still working on policy updates 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, 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 - 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 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
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  
January 11, 2021

Call to Order

Minutes of Last Meeting

Board Calendar

Treasurer's Report

Director's Report

Committee Reports

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

Annual Meeting

- Renew expiring trustee terms
- Elect board officers for 2021
- Sign Conflict of Interest Form
- Approve meeting dates for 2021 through Jan. 2022

Old Business

- Water leak
- Air filter
- Cleaning person
- Painting

New Business

Other Business

Action Items

Date of Next Meeting- February 8

Adjournment

## Treasurer's Report January 2021

### Account Balances - As of 12/31/2020

(Includes unrealized gains)

Account	12/31/2020 Balance
<b>Bank Accounts</b>	
Friends' GFN	5,746.95
GF National Bank-Cash Checking	79,105.88
GF National CD's-Multi-Year Redemption	75,151.22
<b>TOTAL Bank Accounts</b>	<b>160,004.03</b>
 <b>Cash Accounts</b>	
Petty Cash	15.95
<b>TOTAL Cash Accounts</b>	<b>15.95</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>200,019.98</b>

## 2020 Budget to Actual - 2020

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

1/3/2021

Category	Actual	2020 Budget	Difference
<b>INCOME</b>	<b>94,577</b>	<b>85,052</b>	<b>9,525</b>
Copies-Copier & Computer Printing	58	360	-302
Dividends	0	160	-160
Fines	146	708	-562
Interest Received	0	50	-50
Major Revenue	<b>93,323</b>	<b>83,774</b>	<b>9,549</b>
Argyle School District	62,174	62,174	0
Argyle Town	12,000	12,000	0
Argyle Village	500	500	0
Donations-Fund Raising & Gifts	15,554	7,700	7,854
Grants	2,100	0	2,100
New York State-SALS	995	1,400	-405
Other Inc, Bus	98	0	98
<b>EXPENSES</b>	<b>74,527</b>	<b>85,052</b>	<b>10,525</b>
Donations	254	300	47
Equipment	434	1,400	966
Major Library	<b>4,270</b>	<b>4,475</b>	<b>205</b>
Books	3,296	3,000	-296
Digital Data	875	1,200	325
Subscriptions-Magazines	100	275	176
Membership Fees	113	100	-13
Payroll Services	141	225	85
Program Events	<b>511</b>	<b>1,100</b>	<b>589</b>
Special Programs	204	600	396
Summer Prog	307	500	193
Service Charges (SALS)	2,636	2,400	-236
Bus. Insurance	1,976	3,000	1,024
Business Tax	14,510	11,880	-2,630
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	310	69	-241
Postage and Delivery	1,022	850	-172
Printing and Reproduction	248	250	2
Repairs & Maint	3,169	5,163	1,994
Supplies, Bus-Supplies	1,071	1,050	-21
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	<b>3,356</b>	<b>3,770</b>	<b>414</b>
Electrical Service	1,302	1,600	298
Heating Oil	1,397	1,600	203
Telephone	656	570	-86
Wages	40,230	47,700	7,470
<b>Net Difference:</b>	<b>20,050</b>	<b>0</b>	<b>20,050</b>

## Director's Report: January 2021

1. General Information
  - a. Patron Count for 12/14 -1/10: 85 Total
  - b. Circ Stats 2/14 -1/10
    - i. By assigned branch (our items, other branches) 268 items, 308 circulations
    - ii. By loaning branch (loaned from our library) 121 items, 134 circulations
    - iii. Our Items loaned: 147 items, 174 circulations
  - c. Produce Patrons: December 1-31 : 20
  - d. Computer Use 12/14 -1/10: 2 Individual Uses
  
2. Building and maintenance
  - a. Painting:
    - i. Started working on the kid's section. We painted the walls and trim. The walls were just primer, so the coat of paint brightened the space SO MUCH! It looks great!
      1. Teagan has been great helping paint.
    - ii. Budget for painting the rest of the front and the fiction section is about \$300. That is probably overkill, but better safe than sorry!
  - b. Shelves: We got new shelves! My husband helped me bring back 2 beautiful 6'x5' solid wood shelves that were free from the St. Peters/St. Mary's medical library. Kathy Kindness (their new director) was very helpful. Can we send her/them a thank you note?
  
1. Collection
  - a. B&T FINALLY has shipped our orders from November and December. I have been calling once a week.
  
3. Programing
  - a. Holiday Book Reading went Well. My son read with me and the video got good views.
  - b. Curbside pickup is going fine. Everything transitioned smoothly.
  
4. Social Media
  - a. Facebook
    - i. Posting interesting tidbits for authors birthdays. That's fun! trying to stay active.
  
5. Grants
  - a. We got the grant!
    - i. Grant requires quite a few webinars and an online class.
      1. We built in costs for additional staff hours. Not sure how Jill wants me to document that.
    - ii. Posted the good news on FPF etc..
  
6. Hiring/Staff
  - a. Cleaning Person
    - i. Jess Harrington is doing great. Super clean in here on Mondays after she is here!
    - ii. She has expressed interest in more hours if we do ever need to replace staff.