

Minutes of the Argyle Free Library Board of Trustees

February 8, 2021

The meeting was called to order at 6:32 PM by Martha Johnson, President. This was a zoom meeting.

Members present: Martha Johnson, Joanne McDowell, Jill Hamilton, 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 January meeting were reviewed. Sandy motioned to approve them with no changes, Phyllis seconded, and the vote was unanimous.

Board Calendar:

We reviewed the board calendar for upcoming tasks. Faith is working on the Annual Report now, and will send us a pdf version before submitting it to SALS. The deadline for the Annual Report has been extended to April 1.

Treasurer's Report:

The treasurer reports are included in Attachment 2 to these minutes. Jill reported that donations are up from this time last year, primarily due to donations for a memorial to Sue. Board members approved all bills submitted by Jill for payment.

Library Director Report:

See Attachment 3 for the complete Library Director's report. Faith changed the circulation reports to reflect the same categories that SALS uses. She reported that the library had 84 clients using the wi-fi in January. The Cossayuna wi-fi had 28 clients in January.

While the library is closed to patrons, Faith and the staff have been painting. The children's section has been repainted and new shelves are in. They are starting to paint the fiction shelves. New book delivery is still very slow.

The furnace has been acting up. Joel checked it out, and said it may be due to the extreme cold.

Faith is planning to create some "take & make" packets for kids, using supplies from the attic – she may need to purchase a few new things, but not much. She is considering an online trivia night.

Faith also discussed a couple of grants. She applied for one for graphic novels, and is considering working with the Stiles House about getting a historic marker for there and the library.

On staffing issues, Pat will be going to two 5-hour shifts per week, on Tuesdays and Thursdays. Julie made a motion to add clerk duties to Jess's current cleaning duties, Phyllis seconded the motion, and it passed unanimously. Jess will be paid \$14/hour both as a clerk and cleaner. Mary Lou will still do some substitute clerk work.

Committee Reports

- **Friends of the Library:** The annual plant sale will be a topic of discussion for their next meeting in March.
- **Building/Maintenance Committee:** The hand dryer in the bathroom has a fairly slow air flow. Replacing this should be considered in the future.
- **Library Centennial Committee:** Faith sent the sample logos she received from the art students at ACS to the board. After discussing the different logos, we voted and the fifth logo won the vote. Sandy suggested we put small flags with the logo along the streets.



Old Business

- **Confidentiality Policy:** The Board reviewed the updated draft of the Confidentiality Policy. After some discussion, some changes were agreed to. Donna motioned to accept the revised policy with the changes, Sandy seconded the motion, and it passed unanimously. Joanne will send the policy to Julie, who will format it in accordance with the other policies, and send it to Faith to post on the website.
- **Conflict of Interest Forms and Records Retention Resolution:** Joanne will put the Records Retention Resolution in the drawer for the board members to sign. All board members and the library director need to sign the Conflict of Interest forms in the drawer. Julie will pick them up and file them once they are signed.
- **Annual Report:** See the Library Director's report above.
- **Zoom Meetings:** We agreed to continue to hold board meetings via Zoom for March and April.

New Business:

- **New York State Historic Marker:** See the Library Director's report above.

Other Business: None

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

The next meeting will be March 8 at 6:30PM via Zoom.

The meeting was adjourned at 8:03PM, per a motion made by Sandy, seconded by Joanne, 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	2/8/21: still waiting to hear from SALS
All	1/11/21: sign Conflict of Interest statements	2/8/21: still need signatures; Julie will collect and file
All	1/11/21: sign resolution on records retention	2/8/21: Joanne will put in drawer and email board once it's there; all board members must sign; Julie will collect and file once signatures are complete
Faith	12/14/20: return wi-fi equipment to Microsoft, as it was not the appropriate equipment for the firehouse situation	2/8/21: will do this week 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	2/8/21: Faith, Joanne & Donna will look at it the week of 2/15
Faith	12/14/20: get quotes from licensed contractors for remodeling the pass-through, as it will involve moving electric and phone lines.	2/8/21: Faith has contacted some contractors, but no response back; Julie will give Faith the contact info for the contractor who did the bathroom
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

Action Items		
Person Responsible	Task	Status / Notes
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.
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	2/8/21: maybe a wrought iron bench? Joanne will contact Mark's Ironworks on Rt 40
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	2/8/21: make a decision at the March meeting; Faith will send out suggestions before then 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

Action Items		
Person Responsible	Task	Status / Notes
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
February 8, 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

Old Business

- Confidentiality Policy
- Conflict of Interest Form
- Review and approve annual NYS Report for Association Libraries
- Board meetings going forward- to Zoom or not to Zoom?

New Business

- NYS historic marker

Other Business

Action Items

Date of Next Meeting- March 8

Adjournment

Treasurer's Report February 2021

Account Balances - As of 2/5/2021 (Includes unrealized gains)

Account	2/5/2021 Balance
Bank Accounts	
Friends' GFN	5,821.95
GF National Bank-Cash Checking	78,000.74
GF National CD's-Multi-Year Redemption	75,151.22
TOTAL Bank Accounts	158,973.91
Cash Accounts	
Petty Cash	15.95
TOTAL Cash Accounts	15.95
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	198,989.86

2021 Budget to Actual - Current Year

1/1/2021 through 12/31/2021 Using 2021 Budget

2/5/2021

Category	Actual	2021 Budget	Difference
INCOME	6,211	84,683	-78,472
Copies-Copier & Computer Printing	0	120	-120
Dividends	0	160	-160
Fines	11	0	11
Interest Received	0	1,300	-1,300
Major Revenue	6,200	83,103	-76,903
Argyle School District	0	63,417	-63,417
Argyle Town	0	12,000	-12,000
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	3,200	6,191	-2,991
Grants	3,000	0	3,000
New York State-SALS	0	995	-995
EXPENSES	7,243	84,683	77,440
Donations	0	300	300
Equipment	0	1,400	1,400
Major Library	0	4,475	4,475
Books	0	3,000	3,000
Digital Data	0	1,200	1,200
Subscriptions-Magazines	0	275	275
Membership Fees	0	164	164
Payroll Services	59	225	166
Program Events	0	1,100	1,100
Special Programs	0	600	600
Summer Prog	0	500	500
Service Charges (SALS)	202	2,400	2,198
Bus. Insurance	371	3,000	2,629
Business Tax	1,790	12,380	10,590
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	0	96	96
Postage and Delivery	55	1,145	1,090
Printing and Reproduction	0	250	250
Repairs & Maint	390	5,163	4,773
Supplies, Bus-Supplies	44	780	736
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	1,270	3,870	2,600
Electrical Service	0	1,600	1,600
Heating Oil	600	1,600	1,000
Telephone	670	670	0
Wages	3,062	46,615	43,553
Net Difference:	-1,032	-0	-1,032

Director's Report: February 2021

1. General Information

- a. Patron Count for Jan 2021: 91 Total
- b. AFL Circ Stats Jan 2021:
 - i. Book - 172
 - ii. Childrens Book - 121
 - iii. Childrens New / Popular Book - 4
 - iv. Childrens New / Popular Video - 1
 - v. Childrens Video - 5
 - vi. eContent -175
 - vii. Music - 8
 - viii. New / Popular Book - 8
 - ix. New / Popular Video - 3
 - x. Video - 59
 - 1. Total 556
- c. ILL Stats Jan 2021:
 - 1. Total - 145
- d. Produce Patrons: January - 0
- e. Computer Use: January - 0
- f. WIFI use:
 - i. Library: 84 unique clients
 - ii. Cossayuna: 28 unique clients (1/8-2/8)

2. Building and maintenance

- a. Painting: Kid's section is done! Started the "big job" of painting the fiction section.
- b. Furnace has been acting up a bit. McDonald was here Sat to check it out.

1. Collection

- a. New books came in from B&T. Still taking a very long time for them to ship things.

3. Programing

- a. Plan to do "Take and Make" packets with craft supplies.
 - i. Will try to use only supplies we have upstairs, but may need to buy some small cost items such as baggies.
- b. Tax information and printing services etc..
 - i. Spoke with Julie about services in the area
- c. Online Trivia night (in the planning stage)

4. Grants

- a. Applied for the Will Eisner grant for graphic novels. I don't think we are what they are looking for, but it was good practice.
- b. Grant to purchase a historic marker? Might team up with the Stiles house on that.

5. Hiring/Staff

- a. Chat with Pat
 - i. Pat is willing to lower her hours to 10, working a longer shift on Tuesday and Thursday and giving up the Saturday shift.
 - ii. I will continue to be available during her shifts (working with her when that is possible)
 - iii. She isn't happy, and felt hurt that we don't think she can do her job as well as she thinks she can, but accepted the decision.
 - iv. I worked with her Saturday for the full shift, and I feel like we are doing the right thing. She struggles with reserving books and with her passwords, and that leads to frustrated patrons etc..
 - v. I agreed to ask if she could pick up extra hours dusting etc..
- b. Jess Harrington as regular staff
 - i. I would like to have her come in 3 hours per week (cleaning and clerking)
 - ii. She has already shown herself to be very capable of doing the job.
- c. I have reviewed all of our staff hours and we are under budget by \$200 with these changes.

6. Outreach/Education

- a. Webinars:
 - i. LTC Grant programs
 - ii. ASRL Community building
 - iii. ASRL 2021 planning
 - iv. SLS New director meeting
 - v. SALS Annual report etc..
- b. Community Outreach:
 - i. Attended Stiles house committee meeting
 - 1. Farmers market in planning stages.
 - 2. Coordinating hours so library is open
 - ii. Attended Village meeting