

# Minutes of the Argyle Free Library Board of Trustees

April 12, 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, Chair of the Friends of the Library, and John Felicetti also attended.

## **Minutes of Last Meeting:**

Minutes of our March meeting were reviewed. Sandy motioned to approve them with minor changes, Donna seconded, and the vote was unanimous.

## **Board Calendar:**

We reviewed the board calendar for upcoming tasks. The Finance Committee needs to do the annual financial records review.

## **Treasurer's Report:**

The treasurer reports are included in Attachment 2 to these minutes. Jill reported that we are currently over budget on books. This is partially due to Baker & Taylor's delays in sending out books in 2020, so the current figure includes some of those books as well as 2021 book purchases. It also includes the large print books purchased with funds from the grant from the Home for Aged Women, as the financial software doesn't allow Jill to separate out the grant-purchased books from the other books. Faith thinks there is \$600 for audio take-away books and \$1500 for large print books that used monies from the HFAW grant. Faith and Jill will review the book invoices for accuracy.

The list of bills was reviewed and approved for payment.

## **Library Director Report:**

See Attachment 3 for the complete Library Director's report. Faith reported the circulation numbers for the month. She will start to show the board charts of the numbers so we can more easily see the trends/patterns.

The Library Director's laptop is starting to have some issues, due to its age, and needs to be replaced. Faith will order a new one from SALS in July when they do their next bulk computer buy. The children's corner will get an iPad with a touch screen instead of a standard computer to make it easier for their use. Faith will pre-load the iPad, and make sure it is not connected to the internet to minimize the chances of malware or inappropriate downloads.

The summer children's program theme is "Tails & Tales". Faith will be buying a few things (popcorn scented bookmarks, etc.) for the kids. She is working with the CCE on family kits for container gardens, with CCE paying for those materials.

Pat had another health issue, and is waiting for her doctor's clearance to return to work. Faith will act as Pat's backup during her scheduled hours to make sure there are no problems.

## Committee Reports

- **Friends of the Library:** Carol checked with SALS about holding the FOL's annual plant sale. Sarah said it was all right to hold the sale as long as the rate of COVID infections doesn't increase. The annual plant sale will be the 3<sup>rd</sup> Saturday in June (Father's Day) instead of the usual Mother's Day date, with no food sales this year. They will sell Martha's plants on the originally planned date of May 15, as those plants will be ready then and won't keep until June.
- **Building/Maintenance Committee:** Jim did a temporary fix for the ceiling, that will probably last a year or two. He also removed the wet and dirty insulation. Joanne will get an estimate for replacing the furnace room door, its threshold, and doing the work to clear out the eaves and get some air flow there. Faith will check with Sarah to see about getting a NYS Construction Grant to redo the front desk, replace the ceiling, maybe replace the old florescent lights, then redo the floors. Carol mentioned that the timing on those grants was currently uncertain.
- **Library Centennial Committee:** Donna reported on the 3/24 meeting. Faith has completed the designs for the new library cards, magnets and bookmarks, and is working on the banner design and selection of a printer for the banner. Faye completed a scrapbook with some of the old letters and photos. Freya is writing an article for the school paper on our 100<sup>th</sup> anniversary. The first person to read/take out 100 books will get a Kindle e-reader as a prize. Faith will update the library website to reflect the centennial activities.

## Old Business

- **Sue Memorial – Vote on Expenditure:** Faith estimated the costs for Sue's memorial in the Children's area would be:
  - \$200 for a desk
  - < \$1,000 for iPad & stand
  - \$78 for the signJoanne motioned to spend up to \$1,000 for the memorial expenses, Jill seconded the motion, and it passed unanimously.

- **Financial Recommendations Chart:** Martha reported that most of the recommendations that Nancy Amo made when she did her financial review in 2019 have been addressed. The few that were decided against incorporating are:
  - Adding a cash register: we are doing paper receipts for petty cash if a customer requests it or if it's for more than \$5. Faith will check to see what other small libraries do. Whatever we end up deciding should be included in our Financial Policy.
  - Certificate of Insurance: Nancy recommended that a Certificate of Insurance, naming AFL as additional insured, should be required by all vendors performing services on AFL property. We decided this was not applicable to us.
  - Youth Engagement Policy: We decided this was low priority, and to skip this for now.
- **Circulation Policy:** Jill motioned to accept the revised Circulation Policy with the discussed changes, Phyllis seconded the motion, and it passed unanimously. Faith will post the revised late fines schedule in a conspicuous location.
- **Library Ceiling:** See above Building Committee notes.
- **Mail Out Library Budget Letter:** John will re-send the budget letter with the new date, and Jill will get it printed at the school. Julie will buy more stickers to seal the letters for mailing. Folks will either meet at the library or pick up the letters and stickers to prep them for mailing, then Jill will take them to the Post Office.
- **How Do We Want to Meet:** We decided to start meeting in-person, starting with the May meeting, but still offer the option for a zoom meeting to those who want to attend but can't make it in-person.

#### **New Business:**

- **Storage Shed:** We're considering a storage shed to store some of the things that are currently in the attic (A/C units, folding tables, etc.). The cost of an Amish-built 8'x12' shed was estimated to be about \$3,000 - \$3,500. If the shed were put up on cinder blocks, it would not be considered a permanent structure and so no permit would be needed. Donna suggested that it have double doors to make it easier to move equipment in and out. We decided to table the discussion of how to pay for it until our May meeting.
- **SALS Joint Automation Agreement:** The board discussed the agreement. Martha will sign and return it. Joanne and John are planning to attend one of the SALS Plan of Service meetings. Faith and Carol are planning to attend the SALS Annual Meeting.

**Other Business:**

- Five Year Strategic Plan Review: Phyllis reviewed the plan and determined that at the present time, most of the tasks can not be worked on due to COVID-19 restrictions.
- Faith’s Six-Month Review: Jill and Phyllis will do Faith’s six-month review. All board members should send any comments to them.

**Action Item Review:** Postponed until next month.

The next meeting will be May 10 at 6:30PM at the library.

The meeting was adjourned at 8:22PM, 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
Martha	4/12/21: after Faith finds out what other libraries do, update Financial Policy to reflect decision on handling receipts for petty cash transactions	
Faith	4/12/21: check what other small libraries do about petty cash – use a cash register, paper receipts, or what	
Faith	4/12/21: update the library website with current info on centennial events & products (library cards, magnets, ...)	
Faith	4/12/21: check with SALS about getting a NYS Construction grant for redoing the front desk area, replacing the ceiling, maybe replace the old florescent lights, then redoing the floors.	
Joanne	4/12/21: get estimates for replacing the furnace room door and its threshold; cleaning out the eaves	
Personnel Committee – Phyllis & Jill	4/12/21: review Pat’s status in two months (mid-June) to determine if she is physically able to perform her clerk duties	
Faith	4/12/21: show circulation numbers as charts to facilitate the trends & patterns	
Faith	4/12/21: order new LD laptop from SALS as part of their July bulk computer buy	

Action Items		
Person Responsible	Task	Status / Notes
Jill, Faith	4/12/21: verify that the book purchase orders match the invoices, and that we're getting the appropriate discount from Baker & Taylor	
Finance Committee – Joanne, Julie, Donna	4/12/21: do annual financial records review	
Phyllis, Faith	3/8/21: review where we stand in regards to our 5-Year Plan	
Jim	3/8/21: fix ceiling in old part of library	3/14/21: done – is a temporary fix, as discussed
John F.	3/8/21: Draft letter to the public	3/22/21: incorporated comments and sent final version to board
Faith	3/8/21: Complete the “Libraries Transforming Communities” grant requirements of (1) completing required course by June; and (2) holding a public meeting by July	
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	3/8/21: got updated info from SALS 2/8/21: still waiting to hear from SALS
All	1/11/21: sign Conflict of Interest statements	3/8/21: still need signatures; Julie will collect and file
All	1/11/21: sign resolution on records retention	3/8/21: Still need some signatures 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
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 & record retention requirements	3/8/21: found some interesting things, will have another session soon 2/8/21: Faith, Joanne & Donna will look at it the week of 2/15

Action Items		
Person Responsible	Task	Status / Notes
Faith	12/14/20: get quotes from licensed contractors for remodeling the pass-through, as it will involve moving electric and phone lines.	3/8/21: talked with Herb Cary, waiting on a quote from him 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	
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
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, Faith	9/14/20: think about what we could do as a library memorial to Sue	3/8/21: instead of iron bench, look at something for the children's section – maybe a desk/workstation for a kids's computer 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.

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	3/8/21: Martha is almost done with policy changes to reflect Nancy's recommendation; she'll send out an update next week 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
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  
April 12, 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

- Sue memorial- vote on expenditure
- Financial recommendations chart
- Circulation policy
- Library Ceiling
- Mail out library budget letter
- How do we want to meet?

New Business

- Storage shed
- SALS Joint Automation Agreement

Other Business

Action Items

Date of Next Meeting- May 10

Adjournment

## Treasurer's Report April 2021

### Account Balances - As of 4/9/2021

(Includes unrealized gains)

Account	4/9/2021 Balance
<b>Bank Accounts</b>	
Friends' GFN	5,821.95
GF National Bank-Cash Checking	77,648.69
GF National CD's-Multi-Year Redemption	75,151.22
<b>TOTAL Bank Accounts</b>	<b>158,621.86</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>198,637.81</b>

## 2021 Budget to Actual - Current Year

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

4/9/2021

Category	Actual	2021 Budget	Difference
<b>INCOME</b>	<b>19,231</b>	<b>84,683</b>	<b>-65,452</b>
Copies-Copier & Computer Printing	0	120	-120
Dividends	0	160	-160
Fines	11	0	11
Interest Received	0	1,300	-1,300
Major Revenue	<b>19,220</b>	<b>83,103</b>	<b>-63,883</b>
Argyle School District	0	63,417	-63,417
Argyle Town	12,000	12,000	0
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	4,220	6,191	-1,971
Grants	3,000	0	3,000
New York State-SALS	0	995	-995
<b>EXPENSES</b>	<b>20,615</b>	<b>84,683</b>	<b>64,068</b>
Donations	100	300	200
Equipment	23	1,400	1,377
Major Library	<b>3,279</b>	<b>4,475</b>	<b>1,196</b>
Books	3,236	3,000	-236
Digital Data	0	1,200	1,200
Subscriptions-Magazines	42	275	233
Membership Fees	0	164	164
Payroll Services	59	225	166
Program Events	<b>150</b>	<b>1,100</b>	<b>950</b>
Special Programs	150	600	450
Summer Prog	0	500	500
Service Charges (SALS)	399	2,400	2,001
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	10	96	86
Postage and Delivery	517	1,145	628
Printing and Reproduction	206	250	44
Repairs & Maint	1,246	5,163	3,917
Supplies, Bus-Supplies	301	780	479
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	<b>2,470</b>	<b>3,870</b>	<b>1,400</b>
Electrical Service	1,200	1,600	400
Heating Oil	600	1,600	1,000
Telephone	670	670	0
Wages	9,695	46,615	36,920
<b>Net Difference:</b>	<b>-1,384</b>	<b>-0</b>	<b>-1,384</b>

## Director's Report: March 2021

1. General Information
  - a. Patron Count for Mar 2021: 90
  - b. AFL Circ Stats Mar 2021:
    - i. Audiobooks - 5
    - ii. Book - 221
    - iii. Childrens Book - 176
    - iv. Childrens Video - 10
    - v. eContent -192
    - vi. Magazine – 0
    - vii. Music - 7
    - viii. Video - 74
      1. Total 685
  - c. ILL Stats Mar 2021:
    1. Received - 415
    2. Sent - 270
  - d. Produce Patrons: Mar- 0
  - e. Computer Use: Mar– 0
  - f. GALE Usage: Mar– 1165 Sessions
  - g. WIFI use:
    - i. Library: 109
    - ii. Cossayuna: 49
2. Building and Maintenance
  - a. Renovations complete.
    - i. Front ramp and entryway could use a going over at some point soon.
  - b. New table for catalogue computer from Saratoga.
  - c. New curtain. Thanks Julie!!
  - d. New Director Laptop?
  - e. Kid's Tech corner is set up.
  - f. After doing some research (and asking some early childhood professionals) I think an iPad in a "stand" on the desk will be a better investment than a computer, but the extra computer is there for now.
3. Programing
  - a. Container Garden Program
    - i. Cornell Cooperative Extension is providing kits for families to grow a container garden
    - ii. We have 11 kids already signed up
  - a. Summer reading program
    - i. Materials Came in. Would like to get an animal program of some kind if we can have programs. Maybe reptiles?
  - b. Kindergarten Roundup
    - i. Made New materials to update the kindergarten bags.
  - c. KonMarie Tidying and organization program with Greenwich.
  - d. Public meetings with 10 or less people possible now? Book club, friends, etc.. Vaccine checks??
4. Staff/Hours
  - a. Waiting for Pat to be cleared by her Cardiologist to come back to work. Appt on April 22.
  - b. Sexual Harassment training: emails for online training program will go out May 3rd