

Minutes of the Argyle Free Library Board of Trustees

May 10, 2021

The meeting was called to order at 6:30 PM by Martha Johnson, President. This was an in-person meeting.

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

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

Minutes of Last Meeting:

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

Board Calendar:

We reviewed the board calendar for upcoming tasks. The Finance Committee still needs to do the annual financial records review. John F. helped Jill with the taxes and they were mailed. The outside faucet is leaking. Joanne will call Randy for an estimate to get it fixed. Sandy made a motion to spend up to \$500 to fix the faucet, Julie seconded the motion, and it passed unanimously. The budget vote is May 18. Joanne and Faith will go to the budget meeting at the school tomorrow to answer any questions that may come up. Carol and Faith will attend the SALS Annual Meeting next week.

Treasurer's Report:

The treasurer reports are included in Attachment 2 to these minutes. Jill reported that we received \$250 from the state to help make up for the lesser amount we received last year. She also reported that the Friends of the Library approved \$348 for books and the grant from the Home for Aged Women will also cover some of the book cost overrun. Faith will track that and coordinate with Jill on reporting the results.

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 and included a chart of the numbers so we can more easily see the trends/patterns.

The library re-opening due to improvements in the COVID infection rate went smoothly. There were some new patrons, and the numbers are already back to pre-COVID levels. We are getting more food from the Food to Libraries program, and more people are taking it, so that program is going well. The FOL is paying \$400 to Comfort Foods to include fruit in their weekly deliveries.

Faith has reviewed the Five-Year Strategic Plan. Now that COVID restrictions are being eased, she plans to start giving the staff one goal from the plan each month. She will report their progress to the board.

Faith reported on some issues with the building. There is an ant problem and she will put out some traps. We discussed the possibility of adding a screen door so there could be more fresh air in nice weather. Because the exterior doors open out, normal screen doors won't work, but it may be possible to put up a screen 'curtain'. The carpeting is pretty dirty, so Faith will get an estimate for shampooing them. Faith would still like to make it possible for whoever is working the circulation desk to see the front door. Her original design, which included lowering the pass-through, was quite expensive, so she is working on a re-design for that area that should reduce the cost significantly.

Faith has been working with the FOL, and reported that they plan to donate up to \$1300 for sidewalk chalk, book signs & labels for the shelves, fruit from the Comfort Pantry, and plants. The school donated some children and adult art books. Faith is starting a classics collection, and patrons will get a small prize if they read (i.e., check out) the complete collection.

We discussed whether to buy museum passes for patrons to use. We had bought some a few years ago, and no one used them, so we decided to pass on it for this year. Faith will check with patrons to see if there is enough interest to do this next year.

The iPad for the children's area is installed and working well. Some computers are at their end-of-life, so Faith will get estimates for replacing her laptop and one of the public desktops.

Faith needs a locking file cabinet for personnel and other confidential files. She is working on an employee handbook. Julie will work with Faith on the handbook to minimize redundancies and potential conflicts with policies as they are updated.

Committee Reports

- **Friends of the Library:** The FOL met last week. See above for info on FOL plans and activities. Jill motioned to approve up to \$1300 to be used for the items mentioned in the Library Director's report, Joanne seconded the motion, and it was unanimously approved. The plant sale is scheduled for June 19, the Saturday before Father's Day. Martha is donating tomato plants.
- **Building/Maintenance Committee:** See above
- **Library Centennial Committee:** No meetings were held last month.

Old Business

- **Storage Shed:** We discussed the need for a storage shed to make it easier to store and move the tables, A/C units, etc. A good place to locate one would be on the side lawn

near the furnace room. The cost of a shed is not in the budget, and there were no fundraising ideas to raise the money needed for one. We agreed to postpone this discussion for now.

- **Sexual Harassment Training:** Sandy will do the training virtually. Joanne will go in-person at some TBD date. She will let us know when it is scheduled.
- **SALS Plan of Service:** John attended one of the SALS Plan of Service virtual meetings, and sent the board his notes from that meeting. A topic of interest to all of us is the frequency of replacing computers. SALS requires them to be replaced fairly frequently, which increases costs and has recycling considerations.

New Business:

- **Vote on FOL Book Expenditures:** See above.
- **Finishing Attic:** We discussed what materials to keep or discard. The Records Retention policy should be followed for those materials. Jill said we should keep five years of financial records. Faith will also keep any historically relevant materials. It would be helpful to trim out the attic to help keep rodents out. Joanne has wood that can be used for this.
- **Employee Handbook:** See above
- **Cleaning Carpet:** See above
- **New Chair for Circulation Area:** We agreed to wait until the re-design plan is completed before purchasing a new chair.
- **Open Flag:** Faith suggested an “Open” flag to indicate the library is open for patrons, instead of using the American flag for this purpose. The board agreed, and Faith will purchase one.

Other Business:

- **Discuss LD Raise:** The board went into executive session to discuss this.

Action Item Review: Postponed until next month.

The next meeting will be June 14 at 6:30PM at the library.

The meeting was adjourned at 8:25PM, per a motion made by Jill, seconded by Sandy, and unanimously agreed to by the Board.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
???	5/10/21: put wood trim around the attic to help keep rodents out	
Board	5/10/21: decide whether to buy a storage shed, and if so, how to pay for it	5/10/21: postponed any decision on this for now 4/12/21: first discussed getting an outdoor shed
Faith & Julie	5/10/21: work on employee handbook to minimize redundancies with policies and avoid inconsistencies as they are updated	5/17/21: Julie reviewed Faith's draft and sent comments. More follow-up work is needed, and Faith's draft pointed out areas where our current policies are lacking.
??	5/10/21: get locking file cabinet for Faith to use for personnel and other confidential info	
Faith	5/10/21: get estimates from SALS for replacements for her laptop and one of the public computers	
Faith	5/10/21: check with patrons to see if there is enough interest for the board to buy museum passes next year	
Faith	5/10/21: get an estimate to clean/shampoo the carpet	
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	5/25/21: done 5/10/21: will talk with Pat this month
Faith	4/12/21: show circulation numbers as charts to facilitate the trends & patterns	5/10/21: done

Action Items		
Person Responsible	Task	Status / Notes
Faith	4/12/21: order new LD laptop from SALS as part of their July bulk computer buy	
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
May 10, 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

- Storage shed
- Sexual Harassment Training
- SALS Plan of Service- planning session report

New Business

- Vote on FOL book expenditure
- Finishing attic
- Employee handbook
- Cleaning carpet
- New chair for circ. area
- Open flag

Other Business

- Discuss LD Raise

Action Items

Date of Next Meeting- June 14

Adjournment

Treasurer's Report May 2021

Account Balances - As of 5/8/2021 (Includes unrealized gains)

Account	5/8/2021 Balance
Bank Accounts	
Friends' GFN	5,821.95
GF National Bank-Cash Checking	68,805.59
GF National CD's-Multi-Year Redemption	75,151.22
TOTAL Bank Accounts	149,778.76
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	189,794.71

2021 Budget to Actual - Current Year

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

5/8/2021

Category	Actual	2021 Budget	Difference
INCOME	19,991	84,683	-64,692
Copies-Copier & Computer Printing	0	120	-120
Dividends	235	160	75
Fines	11	0	11
Interest Received	0	1,300	-1,300
Major Revenue	19,745	83,103	-63,358
Argyle School District	0	63,417	-63,417
Argyle Town	12,000	12,000	0
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	4,495	6,191	-1,696
Grants	3,000	0	3,000
New York State-SALS	250	995	-745
EXPENSES	30,567	84,683	54,116
Donations	100	300	200
Equipment	531	1,400	869
Major Library	4,131	4,475	344
Books	3,585	3,000	-585
Digital Data	503	1,200	697
Subscriptions-Magazines	42	275	233
Membership Fees	0	164	164
Payroll Services	59	225	166
Program Events	247	1,100	853
Special Programs	198	600	402
Summer Prog	48	500	452
Service Charges (SALS)	595	2,400	1,805
Bus. Insurance	371	3,000	2,629
Business Tax	4,931	12,380	7,449
Employee Benefit, Business-Employee ...	50	300	250
Other Employee Benefit, Business-E...	50	300	250
Legal-Prof Fees	0	200	200
Licenses and Permits-License and Per...	0	320	320
Office	19	96	77
Postage and Delivery	804	1,145	341
Printing and Reproduction	986	250	-736
Repairs & Maint	2,296	5,163	2,867
Supplies, Bus-Supplies	486	780	294
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	2,740	3,870	1,130
Electrical Service	1,200	1,600	400
Heating Oil	870	1,600	730
Telephone	670	670	0
Wages	12,220	46,615	34,395
Net Difference:	-10,576	-0	-10,576

Director's Report: April 2021

1. News & Updates
 - a. We're Open!
 - i. Patron count looks great. I have seen quite a few new people.
 - ii. Everyone loves the new look and is happy to be back in the building.
 - b. Food to Libraries
 - i. We re-started the program when we re-opened. 37 people took food in April!
 - ii. Had a Food to Libraries meeting with Ashley at Comfort Foods and Erica at SALS about how to best use the program/reporting obligations etc.
 - iii. We are legally covered if we accept food from local farms and/or gardeners.
 - iv. We can purchase fruit to add to the supply. The Friends have generously offered \$400 for that.
2. Organizational Goals
 - a. I will be giving myself and the staff a "Strategic Plan Goal" for each month to help us pay attention to specific items in our strategic plan. I hope this will help us evaluate where we are weak/strong and help inform any changes we want to make.
3. Building and maintenance
 - a. We have ants. I have done diatomaceous earth, but will also get traps.
 - b. Is it possible for us to install a screen door? Not sure if it is necessary, but I like having the front door open. It feels inviting.
 - c. Cleaning the carpet. Jess thinks she can make it look better. We would need to buy detergent and rent/borrow a carpet cleaner.
 - d. Working on a new plan for the circulation desk that will not knock out the wall.
4. Financials
 - a. Friends have provided money for:
 - i. Sidewalk chalk
 - ii. A collection of classic books
 - iii. Non-Fiction labels / book separators for the children's section
 - iv. Fruit
5. Collection
 - a. The art dept at the High School gave us some great books on women in the arts and essays.
 - b. Classics Club: Hoping to get a generous discount on a collection of cloth bound classic books from Penguin. The friends have provided \$750 towards the purchase.
 - i. The plan is to have a "Classics Club". Patrons would get a bookmark with the list of books, and would be able to check them off as they read them. Maybe a small prize at the end? I was thinking a "I read the classics at the Argyle Library" custom T-shirt.
6. Programing
 - a. Summer Programs in the works
 - i. James Smith booked
 - ii. Looking at sharing expenses with Salem and Greenwich for a singing farmer or puppet show
 - iii. Guide Dog Event (waiting for date)
 - iv. Sidewalk Chalk event
 - v. Craft day with fun projects like making a tail, and habitat soap.
 - b. Garden kit pick up May 26th
 - c. Museum Passes?

7. Grants

- a. LTC
 - i. Had a great response to the survey I sent out. Google failed me in a few places with bounced emails. Who got it?
 - ii. Village board is choosing a date in June where they can be present. I will inform every one of the date.
- b. Construction Grant
 - i. I have the paperwork and plan to go over things with Diane at SALS.

8. Tech

- a. iPad is installed and working great!
- b. Will need to replace:
 - i. 2 Adult computers in June (or 1 in June and one later since we are only using 2)
 - ii. Front Desk computer in December
 - iii. Laptop when feasible (it's so sloooooowwww)

9. Staff & Volunteers

- a. Pat is not doing very well. She cannot work alone.
- b. I will be doing a performance review for Teagan this month if anyone has any input.
- c. Updating employee files to be up to state guidelines
- d. Working on an Employee handbook for consistent employee policies and a place for employees to go if they have questions.

10. Outreach/Education

- a. Almost done with the LTC webinars
- b. SALS Directors Council
- c. Have done the sexual harassment training
- d. Attended Village Board Meeting

Data Analysis

2021

	Jan	Feb	Mar	April	May
Patron Count					
Kids	-	-	-	51	
Adults	91	87	90	123	
Total:	91	87	90	174	0

Collection Stats

Audiobooks	6	6	5	8	
Adult Book	179	198	201	269	
Adult New Books	9	13	20	23	
Childrens Book	126	112	171	197	
Childrens New Books	4	1	5	9	
Childrens Video	5	13	10	13	
Childrens New Video	2	2	-	2	
eContent	185	167	192	174	
Magazine	-	6	0	14	
Music	8	3	7	2	
Video	71	61	71	60	
New Video	4	5	3	9	
Total:	599	587	685	780	0

Interlibrary Loan

Received	-	-	415	539	
Sent	-	-	270	241	
Total:	0	0	685	780	0

Computer Use	0	0	0	10	
GALE Usage (sessions)	-	113	128	175	

WIFI usage

Library (Users)	84	81	109	122	
Cossayuna (Users)	28	65	26	30	
Total:	112	146	135	152	0