

Minutes of the Argyle Free Library Board of Trustees

August 16, 2021

The meeting was called to order at 6:33 PM by Martha Johnson, President. This was an in-person meeting.

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

Faith St. John, Library Director, Carol Kuhr, Chair of the Friends of the Library, and John Felicetti, an interested citizen, also attended.

Minutes of Last Meeting:

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

Board Calendar:

Inputs Jill and Phyllis are due for Faith's annual review. Julie reviewed when Morningstar last looked at the septic system, and reported that it was in 2019. At that time, we had said we would have it looked at and/or cleaned every two years. Joanne will check with Morningstar for their recommendation, and what their prices are for pumping the septic tank, using the camera on the pipes, clearing the pipes if needed, and whether they can record the camera video when putting it through the pipes. John said that Washington County has started a program to assist residences with septic issues. He doesn't know if the library could use that program, but will send information on it to Joanne.

Treasurer's Report:

The SALS Joint Automation bill came in after Jill sent out the list of monthly bills, so she will add it to that list. Jill received a letter from Ellen Mulvaney about Pat's retirement. She will give it to Martha, who will send a reply to Ellen.

Library Director Report:

See Attachment 3 for the complete Library Director's report. Due to the rise in COVID cases, the mask mandate was reinstated for the library. No significant issues with requiring patrons to wear masks have occurred. The rug cleaning is scheduled for August 21. John, Joanne and Jill will bring dehumidifiers to help with drying the rugs. Faith has talked with two people about redoing the circulation desk area, but has not received any feedback or quotes yet. The summer children's programs are going well, with record attendance. Faith contacted the ACS guidance counselor about doing career programs for high school students. The idea was well received, so Faith will follow-up. The "Libraries Transforming Communities" grant is completed, and Faith will coordinate with Jill to send a \$1500 check to the village to support work on its water issues. The staff have completed their sexual harassment training.

Faith has been working on the NYS Construction Grant. She was only able to get one quote for the ceiling and floor work. The ceiling is a firm price of \$35,000. The price for the floor is only an estimate, because material costs are changing rapidly. The floor estimate is \$68,000. The library's share of the cost could range between 25% - 50% of the total cost, depending on how many grants are awarded, how much grant money the state has, etc. We agreed that Faith would include only the ceiling work in the grant proposal.

Committee Reports

- **Friends of the Library:** The FOL agreed to spend up to \$300 for a replacement refrigerator. A patron has donated \$200 toward the cost of a replacement fridge. Joanne motioned to spend up to \$500 for a replacement fridge, Julie seconded the motion, and it passed unanimously.
- **Building/Maintenance Committee:** Jim cleared out the weeds and other debris from the back yard of the library. The book drop box has started to leak during bad rainstorms. Joanne will talk with Jim about painting the book drop box, and seeing if he can stop the leak or put a rack in the bottom to keep books out of any water that may accumulate.
- **Library Centennial Committee:** Donna is trying to get the committee members together for a meeting, but that is proving to be a bit difficult due to illnesses, vacation and work schedules, etc. The village is having a Thistle Day celebration on Sept. 18, and we discussed what might be appropriate for us to do, considering the COVID surge. We discussed the possibility of putting a tent on the lawn with cake and/or ice cream. Joanne will check with Stewart's to see if they would donate some ice cream. Faith suggested a flapper or Great Gatsby themed event. She also suggested that perhaps doing a float for the parade instead of having food might work better.

Old Business:

- **Handbook for Library Trustees of NYS – Webinars:** Martha sent us the info on these webinars. The first of these webinars is in October.
- **Thistle Days:** See above discussion.
- **Financial Review:** Donna is not available for this until early September.

New Business:

- **FOL Expenditure for New Fridge:** See above discussion.
- **Creepy Dudes:** One of the staff got a harassing phone call, which brought up the fact that we have no safety protocol in place in the event there is a problem. Faith will look into a panic button that would call the police, and a noisy alarm that would alert the neighborhood that there is a problem. She will also make sure to get emergency contact

information for all staff members. Julie will check to see if she has an unused phone with caller id that can be used at the library.

Other Business: Sarah Dallas from SALS likes to attend board meetings at each of the member libraries, and would like to attend one of ours. Martha will let her know that she is welcome to attend any of our meetings, at her convenience.

Action Item Review: See the below Action Item summary

The next meeting will be September 13 at 6:30PM.

The meeting was adjourned at 8:21PM, per a motion made by Jill, seconded by Donna, and unanimously agreed to by the Board.

Respectfully submitted,

Julie Gann, Secretary

| Action Items | | |
|--|--|----------------|
| Person Responsible | Task | Status / Notes |
| Julie | 8/16/21: check for unused phone at home with caller id | |
| Faith | 8/16/21: check into getting a panic button and a noise alarm; get emergency contact info for all staff members | |
| Financial Committee – Joanne, Julie, Donna | 8/16/21: do financial review in September | |
| Joanne, Jim | 8/16/21: paint the book dropbox, and do something about the leak | |
| Martha | 8/16/21: send Ellen Mulvaney a reply to her letter about Pat | |
| John | 8/16/21: send Joanne info on Washington Cty program to assist residences with septic issues | |

| Action Items | | |
|---------------------------|--|---|
| Person Responsible | Task | Status / Notes |
| Joanne | 8/16/21: check with Morningstar on recommended frequency to check pipes and pump septic tank, and get prices | 8/30/21: Morningstar recommends pumping the septic every 3-5 years, depending on usage. No need to run a scope down the pipes again unless we're having problems. No prices were given. |
| Board, Building Committee | 7/12/21: review whether to remove the tree in the front-side yard next year | |
| Faith | 7/12/21: check with school guidance counselor to see what they do for career guidance, and whether it would be helpful for the library to have career information sessions | 8/16/21: Faith reported that the ACS guidance counselor was enthusiastic about the idea, so she will follow-up on it |
| Faith | 7/12/21: set up meeting with Jill and Karen to better track monies from various sources | 8/16/21: working it, need to determine if changes will impact the complicated annualreport Jill must send NYS |
| Joanne/Building Comm. | 5/10/21: put wood trim around the attic to help keep rodents out | 6/14/21: wait until cooler weather this fall |
| 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 | 7/26/21: met to discuss, reviewed draft, assigned work 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. |
| Joanne | 5/10/21: get locking file cabinet for Faith to use for personnel and other confidential info | 6/14/21: Joanne will check at garage sales. Also heavy duty stapler. |
| Faith | 5/10/21: get estimates from SALS for replacements for her laptop and one of the public computers – SALS not able to purchase yet due to chip shortage | 8/16/21: Faith reported that SALS will continue to support the older computers until replacements can be purchased; she will check to see if we can buy her a replacement computer outside of SALS and have SALS support it |

| Action Items | | |
|--------------------|---|--|
| Person Responsible | Task | Status / Notes |
| Faith | 4/12/21: update the library website with current info on centennial events & products (library cards, magnets, ...) | 8/16/21: working on re-design of web pages |
| 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. | 8/16/21: finishing grant proposal for ceiling only 7/12/21: working it |
| Joanne | 4/12/21: get estimates for replacing the furnace room door and its threshold; cost of insulated furnace room door; cleaning out the eaves | 7/21/21: will do |
| Phyllis, Faith | 3/8/21: review where we stand in regards to our 5-Year Plan | 7/12/21: working it |
| 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 | 7/12/21: did check with SALS, still no info on when computers will be available to order 3/8/21: got updated info from SALS 2/8/21: still waiting to hear from SALS |
| Faith | 12/14/20: get quotes from licensed contractors for remodeling the pass-through, as it will involve moving electric and phone lines. | 8/16/21: having trouble getting contractors to respond 7/12/21: re-thinking what to do about redesign of area 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 | 8/13/20: contact Lily Loveday re re-scheduling an outdoor dance program | 7/12/21: waiting for cooler weather 1/11/21: have e-mailed, waiting for warmer weather |
| 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 | 7/12/21: check with Rosemary to see if still interested in doing this; maybe at American Legion or Presb. Church 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 |
| LD, Julie | 8/13/18: work the school to get volunteers to transfer the digitized yearbooks to the internet | 10/8/18: low priority |
| TBD | 6/11/18: Repair Café program | 10/8/18: low priority |
| Faith | 7/17/17: check with Joseph Cutshall King re a program on local history | 7/12/21: Faith will check with Sue (town historian) on his status or possible alternatives 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. | 7/12/21: Faith will take photos 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
August 16, 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

- Handbook for Library Trustees of NYS - trustee book club webinars
- Thistle Days
- Financial review

New Business

- FOL expenditure for new fridge
- Creepy dudes

Other Business

Action Items

Date of Next Meeting- September 13

Adjournment

Treasurer's Report August 2021

Account Balances - As of 8/2/2021 (Includes unrealized gains)

| Account | 8/2/2021 Balance |
|--|---------------------|
| Bank Accounts | |
| Friends' GFN | 4,997.08 |
| GF National Bank-Cash Checking | 55,295.25 |
| GF National CD's-Multi-Year Redemption | 75,189.62 |
| TOTAL Bank Accounts | 135,481.95 |
| Cash Accounts | |
| Petty Cash | 13.20 |
| TOTAL Cash Accounts | 13.20 |
| Asset Accounts | |
| Library Bldg | 40,000.00 |
| TOTAL Asset Accounts | 40,000.00 |
| OVERALL TOTAL | 175,495.15 |

2021 Budget to Actual - Current Year

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

8/2/2021

| Category | Actual | 2021 Budget | Difference |
|---|----------------|---------------|----------------|
| INCOME | 26,664 | 84,683 | -58,019 |
| Copies-Copier & Computer Printing | 0 | 120 | -120 |
| Dividends | 235 | 180 | 75 |
| Fines | 11 | 0 | 11 |
| Interest Received | 1,824 | 1,300 | 524 |
| Major Revenue | 22,758 | 83,103 | -60,345 |
| Argyle School District | 0 | 63,417 | -63,417 |
| Argyle Town | 12,000 | 12,000 | 0 |
| Argyle Village | 0 | 500 | -500 |
| Donations-Fund Raising & Gifts | 7,269 | 6,191 | 1,078 |
| Grants | 3,100 | 0 | 3,100 |
| New York State-SALS | 389 | 995 | -606 |
| EXPENSES | 51,191 | 84,683 | 33,492 |
| Donations | 1,700 | 300 | -1,400 |
| Equipment | 531 | 1,400 | 869 |
| Major Library | 6,844 | 4,475 | -2,369 |
| Books | 5,509 | 3,000 | -2,509 |
| Digital Data | 1,293 | 1,200 | -93 |
| Subscriptions-Magazines | 42 | 275 | 233 |
| Membership Fees | 64 | 164 | 100 |
| Payroll Services | 59 | 225 | 166 |
| Program Events | 1,284 | 1,100 | -184 |
| Special Programs | 694 | 600 | -94 |
| Summer Prog | 590 | 500 | -90 |
| Service Charges (SALS) | 1,382 | 2,400 | 1,018 |
| Bus. Insurance | 576 | 3,000 | 2,424 |
| Business Tax | 7,224 | 12,380 | 5,156 |
| Employee Benefit, Business-Employee ... | 250 | 300 | 50 |
| Other Employee Benefit, Business-E... | 50 | 300 | 250 |
| Other Employee Benefit, Business-E... | 200 | 0 | -200 |
| Legal-Prof Fees | 0 | 200 | 200 |
| Licenses and Permits-License and Per... | 0 | 320 | 320 |
| Office | 42 | 96 | 54 |
| Postage and Delivery | 895 | 1,145 | 250 |
| Printing and Reproduction | 1,068 | 250 | -818 |
| Repairs & Maint | 2,519 | 5,163 | 2,644 |
| Supplies, Bus-Supplies | 727 | 780 | 53 |
| Travel, Bus-Business Travel Expense | 0 | 500 | 500 |
| Utilities, Bus | 3,028 | 3,870 | 842 |
| Electrical Service | 1,200 | 1,600 | 400 |
| Heating Oil | 1,158 | 1,600 | 442 |
| Telephone | 670 | 670 | 0 |
| Wages | 21,162 | 46,615 | 25,453 |
| Net Difference: | -24,527 | -0 | -24,527 |

Director's Report: August 2021

1. News & Updates:
 - a. Masking
 - i. We have re-established a mask mandate in the library.
 - ii. 2 people complained, but they are the ones who would not wear a mask before, so that was not unexpected. We are getting WAY less pushback than other libraries.
2. Building and maintenance
 - a. Rug Cleaning:
 - i. Will do on August 21
 - ii. Dehumidifiers and fans would be helpful
 - b. Circulation Desk
 - i. Have had 2 people come in and look at the area, no quotes yet.
3. Collection
 - a. Ingram is working out very well. Quick shipping and an easy interface.
4. Programing
 - a. Summer Programs:
 - i. 1st Story Time
 1. Carrie Woerner came in and was genuinely nice. We did a lion face craft after the story.
 2. 8 kids, 2 adults.
 - ii. Reptile Show
 1. James Smith did great. Everyone enjoyed the event. It was PACKED!
 2. 28 kids, 15 adults
 - iii. Guiding Eyes
 1. This was a wonderful event! Must do again!
 2. 14 kids, 10 adults.
 - b. Career Day
 1. I contacted the HS guidance counselor and we will chat when school starts about a program. :)
5. Grants
 - a. LTC: Completed and closed out.
 - i. Will present check to village board at next month's meeting.
 - b. Construction Grant: We have received one quote. I have called about 15 contractors but have gotten only one serious response. Anthony Poulos, Poulus and Co.
 - i. Floor and ceiling \$68,570
 - ii. Ceiling only \$35000
6. Tech
 - a. PC replacement is on hold due to a lack of chips/order issues/etc...
7. Outreach/Education
 - a. Sexual Harassment Training: All staff has completed the program.
 - b. Attended the school board meeting on Thursday the 12th
 - i. New Librarian - Roberta Deramus
 - ii. School is renovating their library to be a "21st century library"
 - iii. Mike Healey (superintendent) always happy to work with us/collaborate.

| Data Analysis | 2021 | | | | | | |
|-------------------------------------|------|-----|-----|-------|-----|------|------|
| | Jan | Feb | Mar | April | May | June | July |
| Patron Count | | | | | | | |
| Kids | - | - | - | 51 | 54 | 77 | 88 |
| Adults | 91 | 87 | 90 | 123 | 203 | 254 | 289 |
| Total: | 91 | 87 | 90 | 174 | 257 | 331 | 377 |
| Item Circulation Statistics | | | | | | | |
| Audiobooks | 6 | 6 | 5 | 8 | 16 | 5 | 9 |
| Adult Book | 179 | 198 | 201 | 269 | 319 | 295 | 133 |
| Adult New Books | 9 | 13 | 20 | 23 | 25 | 40 | 42 |
| Childrens Book | 126 | 112 | 171 | 197 | 220 | 303 | 232 |
| Childrens New Books | 4 | 1 | 5 | 9 | 21 | 21 | 17 |
| Childrens Video | 5 | 13 | 10 | 13 | 9 | 15 | 9 |
| Childrens New Video | 2 | 2 | - | 2 | 3 | 3 | 5 |
| Magazine | - | 6 | 0 | 14 | 15 | 12 | 17 |
| Music | 8 | 3 | 7 | 2 | 5 | 4 | - |
| Video | 71 | 61 | 71 | 60 | 70 | 36 | 31 |
| New Video | 4 | 5 | 3 | 9 | 17 | 13 | 18 |
| Total: | 414 | 420 | 493 | 606 | 720 | 747 | 513 |
| Interlibrary Loan | | | | | | | |
| Received | - | - | 206 | 209 | 177 | 239 | 151 |
| Percentage (estimate) | | | 42% | 34% | 25% | 32% | 29% |
| Computer Use | | | | | | | |
| | 0 | 0 | 0 | 10 | 20 | 21 | 29 |
| GALE Usage (sessions) | | | | | | | |
| | - | 113 | 128 | 175 | 227 | 206 | 215 |
| Overdrive Usage (check outs) | | | | | | | |
| | - | 183 | 219 | 181 | 171 | 202 | 157 |
| WIFI usage | | | | | | | |
| Library (Users) | 84 | 81 | 109 | 122 | 97 | 115 | 133 |
| Cossayuna (Users) | 28 | 65 | 26 | 30 | 78 | 33 | 36 |
| Total: | 112 | 146 | 135 | 152 | 175 | 148 | 169 |