

Minutes of the Argyle Free Library Board of Trustees

September 13, 2021

The meeting was called to order at 6:30 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 and Karen Mattison, interested citizens, also attended.

Minutes of Last Meeting:

Minutes of our August meeting were reviewed. Sandy motioned to approve them with one minor change, Joanne seconded, and the vote was unanimous.

Board Calendar:

Julie will update the Board Calendar to note that the septic tank will be pumped every five years. She will also delete the September event to review opening the library on Friday evenings, as Faith has already done that.

Treasurer's Report:

Jill's reports were routine, with nothing that needed special attention. Board members approved the monthly bills.

Library Director Report:

See Attachment 3 for the complete Library Director's report. The carpet has been cleaned. Faith discussed the possibility of using a challenge grant from SALS to pay for updating the circulation desk area. The due date for that grant is not yet final, and Faith will try to get estimates for the new furniture and cabinets for the updated circulation area by our next meeting. Faith and Jess want to decorate a trailer for the Thistle Day parade, and she would like to close the library for that day so they participate in the parade. Jill made a motion to close the library that Saturday, Joanne seconded the motion, and it passed unanimously.

Faith raised a question about whether, due to the high COVID transmission rate in our area, she should resume public programs. After some discussion, all agreed that it would not be appropriate to have programs at this time.

SALS has reviewed and submitted the NYS Construction Grant application that Faith wrote. If we are awarded the grant, we would need to pay for 25% of the total costs. The total cost is \$35,000 so our share would be \$8,750. Martha will sign the assurances section of the grant application.

Faith did submit and order for her new laptop to SALS, but it could be up to six months before she receives it. The Board had questioned whether to buy Faith a new laptop directly, instead of going through SALS, but SALS said they would not support if we did so. SALS will pay for notary public training for library staff. Faith will take that training, and will also check to see if SALS will pay for additional staff to be trained.

John is working with Faith on updating the design of our website. LARAC wants to hold a grant education program at our library in October. There would be 8-9 folks attending, and all would be masked. Faith will check to see if the meeting will be outside the library's normal hours. The library received a donation of a ukulele, book and tuner from Rural Soul Studio. Jill will write them a thank you note.

Faith also filmed a video for the American Library Association and SALS to send to Chuck Schumer to show him the importance of public libraries, in the hope that he will support S127, the Build America's Libraries Act.

Committee Reports

- **Friends of the Library:** The FOL met last Tuesday, and have the following spending requests, totaling \$1,000. Joanne motioned to approve this, Donna seconded the motion and it passed unanimously.
 - \$200 for toys for the children's section.
 - \$500 for color coded plastic labels for the children's books
 - \$250 for more classic books
 - \$50 for the Thistle Day Parade float decorations

Erica Freudenberger asked Carol to work on a regional FOL get-together, probably sometime in November. The next FOL meeting will be the first Monday in March 2022.

- **Building/Maintenance Committee:** Jim painted the book drop box, and Faith has something to help stop the leaks. The box is wobbling a bit, and the materials to fix it will be about \$15. The upstairs windows are done. Jim priced materials for a new furnace room door. The total cost will be about \$475 (\$249 for the door & threshold, about \$50 for other supplies, and about \$150 for labor). Donna motioned to approve this, Sandy seconded, and it was unanimously approved.
- **Library Centennial Committee:** Nothing more is planned for the centennial, unless something changes and someone has a brilliant idea!

Old Business:

- **Construction Grant:** See Library Director’s report above
- **Thistle Days:** See above discussion.
- **Financial Review:** Donna’s schedule changes frequently. She will check and let the other committee members know when she will be available.

New Business:

- **Pay Pal Donations:** John researched the costs, and how to implement and use Pay Pal for donations to our library. Because we are a 501 c-3 organization, we would pay 1.99% plus 30 cents a transaction. There are no fees to the donor. Donna made a motion to approve the use of Pay Pal to receive and spend donations, Phyllis seconded the motion, and it was unanimously approved. John will set it up, and Jill will enter the bank account information.

Other Business:

- **Personnel Committee:** The Board went into executive session to discuss Faith’s review.

Action Item Review: See the below Action Item summary

The next meeting will be October 11 at 6:30PM.

The meeting was adjourned at 7:50 PM, 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
Jill	9/13/21: send thank you note to Rural Soul Studio for ukulele, book, tuner	
Faith	9/13/21: check whether proposed LARAC grant meeting will be outside the library’s normal hours of operation	
Faith	9/13/21: check to see if SALS will pay for notary public training for multiple staff members	9/14/21: SALS will only pay for training one person per year

Action Items		
Person Responsible	Task	Status / Notes
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	9/24/21: met and did the review. All looked good, found what appeared to be one minor typo
Joanne, Jim	8/16/21: paint the book dropbox, and do something about the leak	9/13/21: painting is complete; Faith was getting something to stop the leak
Martha	8/16/21: send Ellen Mulvaney a reply to her letter about Pat	
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 annual report Jill must send NYS
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.

Action Items		
Person Responsible	Task	Status / Notes
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	9/13/21: did order her new laptop, but could be up to six months before she gets it; SALS would not support a computer if we bought one for her 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
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	9/13/21: is scheduled for 9/20 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

Action Items		
Person Responsible	Task	Status / Notes
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.
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
September 13, 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

- Construction grant- 25/75 match, assurances for grant application
- Thistle Days
- Financial review

New Business

- Pay pal donations

Other Business

- Personnel Committee

Action Items

Date of Next Meeting- October 11

Adjournment

Treasurer's Report September 2021

Account Balances - As of 9/12/2021 (Includes unrealized gains)

Account	9/12/2021 Balance
Bank Accounts	
Friends' GFN	4,697.08
GF National Bank-Cash Checking	48,045.71
GF National CD's-Multi-Year Redemption	75,189.62
TOTAL Bank Accounts	127,932.41
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	167,945.61

2021 Budget to Actual - Current Year

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

9/12/2021

Category	Actual	2021 Budget	Difference
INCOME	26,864	84,683	-57,819
Copies-Copier & Computer Printing	0	120	-120
Dividends	235	160	75
Fines	11	0	11
Interest Received	1,824	1,300	524
Major Revenue	22,958	83,103	-60,145
Argyle School District	0	63,417	-63,417
Argyle Town	12,000	12,000	0
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	7,469	6,191	1,278
Grants	3,100	0	3,100
New York State-SALS	389	995	-606
EXPENSES	58,941	84,683	25,742
Donations	1,700	300	-1,400
Equipment	1,014	1,400	386
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	179	164	-15
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)	1,579	2,400	822
Bus. Insurance	2,417	3,000	583
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	49	96	47
Postage and Delivery	895	1,145	250
Printing and Reproduction	1,068	250	-818
Repairs & Maint	2,682	5,163	2,481
Supplies, Bus-Supplies	744	780	36
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	26,088	46,615	20,527
Net Difference:	-32,076	-0	-32,076

x 11.00 in

Director's Report: September 2021

1. News & Updates:
 - a. We were in the Chronicle for our silly sign. that was fun!
2. Building and maintenance
 - a. Rug Cleaning:
 - i. Looks good. Still some spots, but overall, an improvement.
 - b. Circulation Desk
 - i. May be able to use SALS challenge grant for this.
3. Programing
 - a. Summer Programs:
 - i. 2nd Story Time
 1. No Attendance.
 - ii. Farmer Tom
 1. He was weird... but the kids had fun.
 2. 6 kids/ 4 adults: Not a bad showing for a fair week. We had more show than Greenwich
 - iii. End of Summer Event
 1. Chalk art was great, kids had fun.
 2. 11 kids/ 5 adults: Prizes were given out and we had some very nice compliments about how the program motivated kids to read. :)
 - a. Thistle Day
 - i. Myself, Jessica and our kids in a dressed-up trailer tossing candy.
 - ii. Can we consider closing for the day so we can decorate the truck and be in the parade without going over our hours for the week.
 - b. Programing and Covid
 - i. Should I start a story time, craft night, etc... while we are seeing an increase in covid cases? I think no but wanted to discuss.
 - ii. Can we have a vaccine mandate for program attendance? I think no... discuss?
4. Grants
 - a. Construction Grant:
 - i. Submitted and Diane at SALS is reviewing
 - ii. We do not qualify for the 90/10 so should be prepared for 25%
 - iii. Need assurances approved and signed by the board.
5. Tech
 - a. Submitted order for new laptop at \$1,170.00
 - b. Made necessary updates to website to keep up with minimum standard.
 - c. Updated our Google info.
 - d. John working on new site design.
6. Outreach/Education
 - a. LARAC asked if they could hold a grant education event here in October.
 - i. Need your OK
 - b. Ukulele/ book/ tuner Donation from Rural Soul studio.
 - c. Notary Public training available and SALS will reimburse for it
 - i. \$85 for the course.

Data Analysis	2021							
	Jan	Feb	Mar	April	May	June	July	Aug
Patron Count								
Kids	-	-	-	51	54	77	88	82
Adults	91	87	90	123	203	254	289	252
Total:	91	87	90	174	257	331	377	334
Item Circulation Statistics								
Audiobooks	6	6	5	8	16	5	9	20
Adult Book	179	198	201	269	319	295	133	296
Adult New Books	9	13	20	23	25	40	42	70
Childrens Book	126	112	171	197	220	303	232	267
Childrens New Books	4	1	5	9	21	21	17	17
Childrens Video	5	13	10	13	9	15	9	9
Childrens New Video	2	2	-	2	3	3	5	8
Magazine	-	6	0	14	15	12	17	16
Music	8	3	7	2	5	4	-	10
Video	71	61	71	60	70	36	31	47
New Video	4	5	3	9	17	13	18	12
Total:	414	420	493	606	720	747	513	772
Interlibrary Loan								
Received	-	-	206	209	177	239	151	158
Percentage (estimate)			42%	34%	25%	32%	29%	20%
Computer Use								
	0	0	0	10	20	21	29	29
GALE Usage (sessions)								
	-	113	128	175	227	206	215	123
Overdrive Usage (check outs)								
	-	183	219	181	171	202	157	166
WIFI usage								
Library (Users)	84	81	109	122	97	115	133	99
Cossayuna (Users)	28	65	26	30	78	33	36	29
Total:	112	146	135	152	175	148	169	128