

Minutes of the Argyle Free Library Board of Trustees

October 11, 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, interested citizen, also attended.

Minutes of Last Meeting:

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

Board Calendar:

Jill has contacted Jordan about doing the snow removal again this year. He will do it for the same price as last year. She also contacted the school about releasing the tax funds to us, and discussed her proposed budget increase with them.

Treasurer's Report:

Jill reported that Phantom Labs made a sizeable donation to the library. The SALS bill, for \$196.62, came in after she sent the list of bills to board members. The board approved payment for all bills. The proposed 2022 budget was discussed at this time, and the following items were addressed:

- The 'Wages' item does not include payroll taxes. Those taxes are the 'Business Tax' line in the budget. The 'Wages' item does include bonuses.
- New computers are the 'Equipment' line item. The money for Faith's new laptop (ordered, but delivery is TBD due to shortages, and payment is after delivery) is included in the 2021 budget. This line item includes money for one new computer. Faith's tech report states that three computers are or will be at the end of their contract by the close of 2022. However, given the supply shortages which are preventing SALS from purchasing new computers, we will stay with only planning one new computer next year.
- Jill will ask Diane (SALS finance) about adding a 'Retained Earnings' line to the income for rollover money not spent in the previous year.
- Faith applied for a NYS Construction Grant from SALS. If we do get the grant, our share will be \$8,750. We agreed to use some of our reserve money from the CDs to pay that expense.
- We discussed the amount of budget increase to request during the May 2022 school and library budget vote. Jill proposed a 3% increase, Sandy seconded the motion, and it

passed unanimously. Jill will do her report to the state before the board can formally adopt the budget.

Library Director Report:

See Attachment 3 for the complete Library Director's report. Teagan's one-year anniversary is in November. After a discussion, Donna proposed a raise for Teagan, Joanne seconded the motion, and it passed unanimously. Jill agreed that she would track and document the staff's wages and increases, along with the state's minimum wage changes. Jess is in COVID quarantine this week. Pat has COVID, but it appears to be a mild case. Martha will send Pat a card from all of us.

Faith has looked at security systems and equipment. She recommended SimpliSafe. Their system includes a panic button that will automatically call the authorities and a pre-determined list of people. Faith is not sure if it will make a loud noise to potentially scare off a wrong doer. The equipment is \$300 - \$500, depending on what is selected, and the yearly subscription fee is \$200 - \$300 per year.

Faith shared a drawing of the proposed new circulation desk area. No change would be needed to the current outlets and phone, though a new floor outlet would be required. The initial quote was quite expensive, but Faith talked with Amy, the president of the Hunt Company and is hoping to get the price down. We discussed asking local businesses for donations and other potential fundraising efforts targeted specifically towards this. Another option is to put in for another NYS Construction Grant next year, and possibly apply for a grant from the Home for Aged Women. The decision was made to apply for a challenge grant and plan to fundraise. If we come up short in our fundraising efforts, John said he would make up the difference, if it's less than \$5,000.

Faith spoke to the town about the uneven pavement in front of the library. The town agreed to fix the pavement by 2022. Faith will also check into grants to improve the library's wi-fi service, both inside and outside the building.

Committee Reports

- **Friends of the Library:** The FOL will have their next meeting in the spring of 2022. They will put up Christmas decorations after Thanksgiving.
- **Building/Maintenance Committee:** Jim installed the new furnace room door.
- **Personnel Committee:** Phyllis and Faith are tracking progress against the 5-Year Strategic Plan. Jill and Faith are working the budget issues.

Old Business:

- **Circulation Desk Mock Up Review:** See Library Director's report above
- **Security:** See above discussion.
- **Tech Report:** See Library Director's report.
- **Pay Pal Account Set Up:** John F. and Jill are meeting Wednesday to set up the pay pal account.
- **Financial Review:** The Finance Committee met on Sept 24 and reviewed a percentage of the financial records, as recommended. Only minor discrepancies, probably typos, were found. Donna will send Jill the info on the apparent typos.

New Business:

- **Proposed Budget:** See above.
- **Long Term Investments:** We discussed whether to move some of the reserve funds from their current CDs, where they're earning very little, to an index fund or ETF with low risk but higher returns. Donna will check with Vanguard and Julie will check with Fidelity to determine any costs to set up an account, minimum investments, any costs associated with an investment, and potential funds for investment.

Other Business:

- Donna announced that she needs to resign her position on the board, due to family obligations. November will be her last meeting. We expressed our gratitude for all the work she's done for the library, wish her well for the future, and will welcome her back if her circumstances change.
- The Board agreed that Faith can go to curbside pickup only if it becomes necessary, with no further action needed by the Board.

Action Item Review: Postponed until next month.

The next meeting will be November 8 at 6:30PM.

The meeting was adjourned at 8:50 PM, 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
Donna, Julie	10/11/21: Donna to check with Vanguard, Julie to check with Fidelity re what's required to set up an account with a low-risk, low cost fund that has higher potential earnings than our current CDs	
Board, Faith	10/11/21: decide on security for library staff & building	
Martha	10/11/21: send Pat a get well card from all of us	
Jill	10/11/21: track & document staff wages and NYS minimum wage changes to provide a record for future wage discussions	
Jill	10/11/21: ask Diane about adding a "Retained Earnings" line to the budget to be able to track unspent money from previous year	
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
Faith	8/16/21: check into getting a panic button and a noise alarm; get emergency contact info for all staff members	
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 annualreport Jill must send NYS

Action Items		
Person Responsible	Task	Status / Notes
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	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

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	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.
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

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.	7/12/21: 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
October 11, 2021

Call to Order

Minutes of Last Meeting

Board Calendar

Treasurer's Report

Director's Report

Committee Reports

- Friends of the Library
- Building Committee
- Personnel Committee

Old Business

- Circulation desk mock up review
- Security
- Tech report
- Pay Pal account set up
- Financial review

New Business

- Proposed budget
- Long term investments

Other Business

Action Items

Date of Next Meeting- November 8

Adjournment

Treasurer's Report October 2021

Account Balances - As of 10/7/2021 (Includes unrealized gains)

Account	10/7/2021 Balance
Bank Accounts	
Friends' GFN	4,114.63
GF National Bank-Cash Checking	46,789.22
GF National CD's-Multi-Year Redemption	75,189.62
TOTAL Bank Accounts	126,093.47
Cash Accounts	
Petty Cash	4.65
TOTAL Cash Accounts	4.65
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	166,098.12

2021 Budget to Actual - Current Year

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

10/8/2021

Category	Actual	2021 Budget	Difference
INCOME	30,288	84,683	-54,394
Copies-Copier & Computer Printing	0	120	-120
Dividends	235	160	75
Fines	11	0	11
Interest Received	1,824	1,300	524
Major Revenue	26,184	83,103	-56,919
Argyle School District	0	63,417	-63,417
Argyle Town	12,000	12,000	0
Argyle Village	500	500	0
Donations-Fund Raising & Gifts	8,813	6,191	2,622
Grants	4,482	0	4,482
New York State-SALS	389	995	-606
Petty Cash	99	0	99
EXPENSES	64,212	84,683	20,471
Donations	1,700	300	-1,400
Equipment	1,030	1,400	370
Major Library	7,262	4,475	-2,787
Books	5,927	3,000	-2,927
Digital Data	1,293	1,200	-93
Subscriptions-Magazines	42	275	233
Membership Fees	64	164	100
Payroll Services	59	225	166
Program Events	1,396	1,100	-296
Special Programs	805	600	-205
Summer Prog	590	500	-90
Service Charges (SALS)	1,775	2,400	625
Bus. Insurance	2,417	3,000	583
Business Tax	7,224	12,380	5,156
Employee Benefit, Business-Employee ...	450	300	-150
Other Employee Benefit, Business-E...	250	300	50
Other Employee Benefit, Business-E...	200	0	-200
Legal-Prof Fees	0	200	200
Licenses and Permits-License and Per...	0	320	320
Office	640	96	-544
Postage and Delivery	895	1,145	250
Printing and Reproduction	1,068	250	-818
Repairs & Maint	2,693	5,163	2,470
Supplies, Bus-Supplies	1,196	780	-416
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	29,380	46,615	17,235
Net Difference:	-33,924	-0	-33,924

Director's Report: October 2021

1. News & Updates:
 - a. Teagan 1 year coming up in November
 - i. Is a small raise possible? Current pay rate is \$13 hourly
 - b. Security at the library
 - i. Simply Safe system seems be a good option. Looks easy to install.
 - ii. Cost is \$200-\$300 a year depending on level
 - iii. Equipment is ~ \$300-\$500 for complete set up (motion sensors, panic button, door monitors, key pad, water sensor, etc..)
2. Building and maintenance
 - a. Circulation Desk
 - i. Dave Hunt came and gave us an amazing mock up but it is not cheap.
 - ii. Amie Gonzales, the president of the company called me on Friday and we spoke for a while about how they could help by donating time and materials to lower the costs. She will be getting in touch with me with a new quote.
 - iii. I would like to use the challenge grant and fundraiser to get this project done.
 - iv. I feel like this is an essential part of making the library a welcoming and professional space.
 - b. Pavement
 - i. Following up on the contacts I made in the spring about fixing our front parking area
 - ii. I spoke with Allen Dickson at The WC Highway Dept again
 - iii. He assured me we will get some patchwork done before snow flies.
 - iv. We are now on a list of projects for the county engineer (to adjust the slope) in 2022
3. Programing
 - a. Banned book week
 - i. Fun new display showing the reasons why the books were banned got good engagement.
 - b. 2nd Annual "Taste of Argyle"
 - i. Contacting local farms since early Sept.
 - ii. Display of book recommendations, recipes, etc..
4. Grants
 - a. Challenge Grant
 - i. Applying for front desk remodel.
 - ii. Had a patron do the walkthrough.
 - b. HAW
 - i. We got \$3000 for audiobooks. Yay!
 - c. Applied for 3rd round of the LTC Grant to continue conversation about water in Argyle.
 - d. More grants may become available if I join the ALA etc..
5. Tech
 - a. \$100 off our laptop
 - b. Tech report (attached)
 - c. Would like to look into a new mesh router system
 - i. Cost runs around \$300 and Jason could install for us.
 - ii. Will vastly improve our WIFI at the library

6. Outreach/Education

- a. Notary Public training available and SALS
 - i. My course is in progress
 - ii. Only one per round.
- b. Working with 4th grade ELA teacher on Book Bingo
 - i. Will be handed out to 1st, 2nd and 3rd and 4th grade.
 - ii. Kids who get BINGO can come in for a prize.
 - iii. A few adult patrons saw the game and asked for an adult version.
- c. Went to recent village board meeting and presented the check from the LTC grant.

AFL Technology Report 2021					
JA # / Item	Location	Model	Date Purchased	Contract Expires	Should we replace?
ARG 100	Front Desk	800G3	Aug-18	6/30/2022	Upon Expiration
ARG 201	Catalog Desk	800G3	Aug-18	6/30/2022	Upon Expiration
ARG 205	Public 1	800G4	May-19	-	-
ARG 204	Public 2	800G2	Apr-14	12/31/2021	Upon Expiration
ARG Public Loaner	Public 3	800 G2	Jul-16	12/31/2021	No
ARG LAP 101	Director Laptop	-	-	12/31/2021	Yes-Ordered
Ipad	Children's Desk	6th Generation, 128GB	Apr-21	none	-
Bar Code Scanner	Front Desk	Datalogic	-	-	Yes
Wireless Router	tech cabinet	-	-	-	Concider replacing with mesh system

Attachment 3: Library Director's Report

Data Analysis	2021								
	Jan	Feb	Mar	April	May	June	July	Aug	Sept
Patron Count									
Kids				51	54	77	88	82	67
Adults	91	87	90	123	203	254	289	252	216
Total:	91	87	90	174	257	331	377	334	283
Item Circulation Statistics									
Audiobooks	6	6	5	8	16	5	9	20	5
Adult Book	179	198	201	269	319	295	133	296	207
Adult New Books	9	13	20	23	25	40	42	70	37
Childrens Book	126	112	171	197	220	303	232	267	228
Childrens New Books	4	1	5	9	21	21	17	17	7
Childrens Video	5	13	10	13	9	15	9	9	12
Childrens New Video	2	2		2	3	3	5	8	1
Magazine		6	0	14	15	12	17	16	8
Music	8	3	7	2	5	4		10	6
Video	71	61	71	60	70	36	31	47	37
New Video	4	5	3	9	17	13	18	12	9
Total:	414	420	493	606	720	747	513	772	557
Program Totals									
Number of Adult Programs				8	6	7	7	6	6
Attendance				39	25	32	27	31	26
Number of Children's Programs				0			3	3	1
Attendance				0			73	33	16
Number of Teen Programs				0		1			
Attendance				0		1			
Total Attendance	0	0	0	39	25	33	100	64	42
Interlibrary Loan									
Received			206	209	177	239	151	158	247
Percentage (estimate)			42%	34%	25%	32%	29%	20%	44%
Computer Use	0	0	0	10	20	21	29	29	13
GALE Usage (sessions)		113	128	175	227	206	215	123	173
Overdrive Usage (check outs)		183	219	181	171	202	157	166	181
WIFI usage									
Library (Users)	84	81	109	122	97	115	133	99	112
Cossayuna (Users)	28	65	26	30	78	33	36	29	21
Total:	112	146	135	152	175	148	169	128	133