

# **Minutes of the Argyle Free Library Board of Trustees**

**December 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, and Phyllis Snell.

Faith St. John, Library Director, and John Felicetti and Karen Mattison, interested citizens, also attended.

## **Minutes of Last Meeting:**

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

## **Board Calendar:**

The board calendar was reviewed. Julie said she would send notices of our January annual meeting to the Chronicle, Free Press, and Greenwich Journal.

## **Treasurer's Report:**

Jill reported that several people are making their donations using the PayPal account that John set up – thanks John! The money from the Challenge Grant for the new desk and cabinets for the circulation desk area have been received and deposited. Jill received a letter from the IRS stating that they never received our 2020 tax return. Jill is very organized, and had the tracking receipt that showed they did indeed receive that return. She re-sent them tax return.

## **Library Director Report:**

See Attachment 3 for the complete Library Director's report. Faith is working with the activities director of the Washington Center to set up a drop off/pickup system for books for their residents. She applied for a \$10,000 grant for humanities programs.

Faith would like to order the cabinets for the new circulation desk area now, as the Hunt Company can get a 30% discount on them now. The total cost of the updated cabinetry and desk for the circulation area is \$16,000. The Challenge Grant Faith wrote and received will cover \$5,000 of that. John F. had said he would donate up to \$5,000 to this project, with the understanding that we will do a targeted fundraiser to get the remaining funds needed. The goal is to raise the remaining funds (\$6,000) by the end of 2022. Phyllis made a motion to approve ordering the cabinets now, with the understanding that the Fundraising Committee will do their best to raise the remaining money needed by the end of 2022. Jill seconded the motion, and it passed unanimously.

The town's Christmas event took place yesterday, and Santa Claus had a very large number

(record breaking!) of visitors at the library. The Friends of the Library sold all their ‘reindeer food’.

## Committee Reports

- **Friends of the Library:** Carol was not at the meeting to report.
- **Building/Maintenance Committee:** See Old Business – Beam Repair.

## Old Business:

- **Welcome New Board Member, Karen Mattison:** Jill nominated Karen to join the Board of Directors, and the vote to approve was unanimous. Faith will give her a key to the library and a copy of the Trustee’s Handbook. Martha will put together an orientation package for Karen.
- **Approve 2022 Budget:** Jill will add \$300 for security monitoring to the ‘Membership Fees’ line of the budget, and will add \$1600 to the ‘Repairs & Maintenance’ line. Jill motioned to approve the budget with these changes, Joanne seconded the motion, and it was unanimously approved.
- **LD Discretionary Fund:** After some discussion, we agreed that it is not necessary to add this item to the budget. The Library Director has budget items for programs, materials, wages, etc. The Board concluded that as long as she stays within budget, the Library Director doesn’t need separate Board approval for expenses. Phyllis will draft an update to the Financial Policy and the Library Director’s Job Description that address keeping spending within the budget and notifying the board if there are any issues.
- **Beam Repair:** Joanne sent the Board an email on November 21 regarding the beams in the attic. Jim’s estimate for the repairs that he thinks are needed is \$3,000 - \$4,000. Jim is not able to do this work, so Faith will ask Hunt Company to take a look and give us an estimate.
- **Nominate Candidates for Board Offices for January Vote:** The current slate of officers was re-nominated for the same positions in 2022. These nominees are:
  - President: Martha Johnson
  - Vice President: Joanne McDowell
  - Secretary: Julie Gann
  - Treasurer: Jill HamiltonJulie will review the bylaws to determine whether we need to re-elect Karen in January.

- **Investments – Socially Conscious Investments, Mutual Funds:** Sandy was unable to attend today's meeting, so this was postponed.

#### **New Business:**

- **Fundraising Committee:** A Fundraising Committee was formed to raise the remainder of the money needed for the new circulation desk area (\$6,000). The members of this committee are Joanne, Karen, Carol, and John. Joanne will contact Charlie Edwards to see if he is available to provide any guidance and support.
- **New Year's Eve Closure:** Faith recommended that we close the library on New Year's Eve day. Martha made a motion to add New Year's Eve day to the list of holidays that the library will be closed for. Joanne seconded the motion, and it passed unanimously.
- **Potential Board Member:** Phyllis suggested that Margo DePew, a recently retired teacher, might be interested in a position on the board. She does not have reliable internet, so would need to find a place other than her home to attend any virtual meetings. Phyllis will ask if Margo wants to join her for one of our zoom meetings. Faith suggested Jack Man from Cossayuna might be interested. She will ask him if he is interested in attending our next meeting.

#### **Other Business:**

- **NYS Mask Mandate:** A mandate has been reinstated. The library is already compliant with that mandate.
- **Replace PodKeeper with Google Drive:** It was recommended that we use Google Drive to store and share information instead of PodKeeper.
- **Insurance Discount if We Install a Security System:** Joanne raised this question, and attempted to contact our insurance, but is not having any luck getting her phone calls or emails returned. Jill sent her a different contact to try.

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

The next meeting will be January 10 at 6:30PM.

The meeting was adjourned at 8:29 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
Joanne	12/13/21: try to contact the insurance person whose info Jill sent to see if we can get a discount if we install a security system	
Joanne	12/13/21: Contact Charlie Edwards to see if he's available to provide advice and/or support to the Fundraising Committee	
Julie	12/13/21: review bylaws to see if we need to re-elect Karen to the board in January	1/9/22: Bylaws, Article III Management, paragraph 3 says ". . . Vacancies, which occur for other than reasons of expiration of term, shall be filled for the balance of the current year, with permanent appointment to be made at the following annual meeting. . . ."
Faith	12/13/21: ask Hunt Company to take a look at the beams in the attic and give an estimate for repair	
Phyllis	12/13/21: draft updates to the Financial Policy and Library Director's job description that address spending guidelines.	
Martha	12/13/21: put together an orientation package for Karen	
Faith	12/13/21: give Karen a library key and copy of the Trustee's Handbook	
Sandy	11/8/21: research some socially responsible investment options	
Jim	11/8/21: pressure wash the addition; build a hinged roof over the fuel tank and fix the hole some animal is using	
Board	11/8/21: in December or January, decide whether or not to offer the prom dresses to the community	
Joanne	11/8/21: check with insurance to see if cost can be reduced if we install security system	
Board, Faith	10/11/21: decide on security for library staff & building	11/8/21: Faith researched systems and reported results to Board
Jill	10/11/21: track & document staff wages and NYS minimum wage changes to provide a record for future wage discussions	
Jill	9/13/21: send thank you note to Rural Soul Studio for ukulele, book, tuner	

Action Items		
Person Responsible	Task	Status / Notes
Faith	9/13/21: check whether proposed LARAC grant meeting will be outside the library's normal hours of operation	
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
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	11/8/21: Jill & Karen will meet on 11/10 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
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	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

Action Items		
Person Responsible	Task	Status / Notes
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  
December 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

Old Business

- Welcome new board member Karen Matteson
- Approve 2022 budget
- LD discretionary fund
- Beam repair
- Nominate candidates for board offices for January vote
- Investments- socially conscious investments, mutual funds

New Business

- Fundraising committee
- New Year's Eve closure
- Potential board member

Other Business

Action Items

Date of Next Meeting- January 9, 2022

Adjournment



## Treasurer's Report December 2021

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

Account	12/12/2021 Balance
<b>Bank Accounts</b>	
Friends' GFN	4,096.15
GF National Bank-Cash Checking	108,494.28
GF National CD's-Multi-Year Redemption	75,979.12
<b>TOTAL Bank Accounts</b>	<b>188,569.55</b>
<b>Cash Accounts</b>	
Petty Cash	-76.92
<b>TOTAL Cash Accounts</b>	<b>-76.92</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>228,492.63</b>

## 2021 Budget to Actual - Current Year

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

12/12/2021

Category	Actual	2021 Budget	Difference
<b>INCOME</b>	<b>106,536</b>	<b>84,683</b>	<b>21,853</b>
Uncategorized	731	0	731
Copies-Copier & Computer Printing	0	120	-120
Dividends	235	160	75
Fines	25	0	25
Interest Received	1,883	1,300	583
Major Revenue	<b>101,628</b>	<b>83,103</b>	<b>18,525</b>
Argyle School District	63,417	63,417	0
Argyle Town	12,000	12,000	0
Argyle Village	500	500	0
Donations-Fund Raising & Gifts	12,840	6,191	6,649
Grants	11,100	0	11,100
New York State-SALS	1,771	995	776
Petty Cash	99	0	99
<b>EXPENSES</b>	<b>77,618</b>	<b>84,683</b>	<b>7,065</b>
Donations	1,800	300	-1,500
Equipment	1,086	1,400	314
Major Library	<b>8,757</b>	<b>4,475</b>	<b>-4,282</b>
Books	6,958	3,000	-3,958
Digital Data	1,757	1,200	-557
Subscriptions-Magazines	42	275	233
Membership Fees	64	164	100
Payroll Services	59	225	166
Program Events	<b>1,818</b>	<b>1,100</b>	<b>-718</b>
Special Programs	1,028	600	-428
Summer Prog	790	500	-290
Service Charges (SALS)	1,972	2,400	428
Bus. Insurance	2,417	3,000	583
Business Tax	10,941	12,380	1,439
Employee Benefit, Business-Employee ...	<b>450</b>	<b>300</b>	<b>-150</b>
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	653	96	-557
Postage and Delivery	895	1,145	250
Printing and Reproduction	1,602	250	-1,352
Repairs & Maint	3,012	5,163	2,151
Supplies, Bus-Supplies	1,338	780	-558
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	<b>3,028</b>	<b>3,870</b>	<b>842</b>
Electrical Service	1,200	1,600	400
Heating Oil	1,158	1,600	442
Telephone	670	670	0
Wages	35,793	46,615	10,822
<b>Net Difference:</b>	<b>28,918</b>	<b>-0</b>	<b>28,918</b>

## Director's Report: December 2021

1. News & Updates:
  - a. Washington Center
    - i. I contacted their director of activities about a "drop off/pick up" system for their residents.
    - ii. Will make a clear plan after the holidays
    - iii. Center was very excited to have more engagement for their residents.
  - b. Kid's area reorganization project is still under way.
    - i. We have made some great progress and the added benefit of all 3 of us having a much more thorough knowledge of our collection is great.
    - ii. We have been able to weed out some books that needed to go, and found some "weak spots" where more current informative texts are necessary.
2. Building and maintenance
  - a. Circulation Desk
    - i. We got our check from SALS
    - ii. Will meet with Amie Gonzolez and Dave Hunt in Jan to finalize plans.
    - iii. Picked a finish to match the wood on the doorframe and laminate to match existing laminate.
  - b. I scavenged us a cool new "tree" shelf for the kid's area.
3. Programing
  - a. Hometown Holidays Event
    - i. The event went really well
    - ii. We had 132 kids attend and estimate about 250 adults
    - iii. We handed out Hershey kisses, lollypops, take and make crafts, and gift books.
    - iv. The Friends sold "Reindeer Food" and made \$45. Sold Out!
    - v. It was an expensive program (\$339.03), but I think it was worth it for public engagement.
  - b. Planning a Zoom meeting for COVID relief grants for homeowners/renters in the new year.
4. Grants
  - a. Hannaford Community Program
    - i. We were approved to be on the list of organizations that Hannaford shoppers can donate to when buying their reusable bags and could be an automatic donation any month the staff in Greenwich chooses us.
  - b. ARP Humanities programing grant
    - i. \$10, 000 grant to create or continue humanities programing
    - ii. Only 200 libraries will be chosen. Cross your fingers. :)
5. Tech
  - a. Had the printer people in to service the printer after continued jams.
6. Outreach/Education
  - a. Jess completed a Storytime program learning about how to enhance children's programing and shared the information with me. Worked great to do this as a team since I can't do every webinar.
  - b. I completed webinars about COVID, library staff work life balance, and library staff onboarding and training
  - c. I completed the Notary course and can now schedule an exam.

Data Analysis		2021										
		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov
<b>Patron Count</b>												
Kids					51	54	77	88	82	67	96	49
Adults		91	87	90	123	203	254	289	252	216	253	228
	Total:	91	87	90	174	257	331	377	334	283	349	277
<b>Item Circulation Statistics</b>												
Audiobooks		6	6	5	8	16	5	9	20	5	15	15
Adult Book		179	198	201	269	319	295	133	296	207	254	246
Adult New Books		9	13	20	23	25	40	42	70	37	41	43
Childrens Book		126	112	171	197	220	303	232	267	228	213	211
Childrens New Books		4	1	5	9	21	21	17	17	7	15	12
Childrens Video		5	13	10	13	9	15	9	9	12	3	5
Childrens New Video		2	2		2	3	3	5	8	1	2	3
Magazine			6	0	14	15	12	17	16	8	26	11
Music		8	3	7	2	5	4		10	6	7	11
Video		71	61	71	60	70	36	31	47	37	53	61
New Video		4	5	3	9	17	13	18	12	9	13	29
	Total:	414	420	493	606	720	747	513	772	557	642	647
<b>Program Totals</b>												
Number of Adult Programs					8	6	7	7	6	6	3	3
Attendance					39	25	32	27	31	26	30	30
Number of Children's Programs					0			3	3	1	1	0
Attendance					0			73	33	16	32	0
Number of Teen Programs					0		1					0
Attendance					0		1					0
Total Attendance		0	0	0	39	25	33	100	64	42	62	30
<b>Interlibrary Loan</b>												
Received				206	209	177	239	151	158	247	274	260
Percentage (estimate)				42%	34%	25%	32%	29%	20%	44%	42%	40%
<b>Computer Use</b>		0	0	0	10	20	21	29	29	13	18	20
<b>GALE Usage (sessions)</b>			113	128	175	227	206	171	100	173	566	684
<b>Overdrive Usage (check outs)</b>			183	219	181	171	202	157	166	181	183	175
<b>WIFI usage</b>												
Library (Users)		84	81	109	122	97	115	133	99	112	122	105
Cossayuna (Users)		28	65	26	30	78	33	36	29	21	30	70
	Total:	112	146	135	152	175	148	169	128	133	152	175