

Minutes of the Argyle Free Library Board of Trustees

January 10, 2022

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, Karen Mattison, Sandy Smith, and Phyllis Snell.

Faith St. John, Library Director, Carol Kuhr, Chair of the Friends of the Library, and John Felicetti and Jack Mance, interested citizens, also attended.

Minutes of Last Meeting:

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

Board Calendar:

The board calendar was reviewed. Julie will put the Conflict of Interest forms in the library for all board members and the Library Director to sign.

Treasurer's Report:

Jill had nothing extra to report this month – all is well. See Attachment 2 for the detailed reports.

Library Director Report:

See Attachment 3 for the complete Library Director's report. Faith has reviewed the holidays our library is open vs what other libraries in the area do. After some discussion, Sandy made a motion that our library close on all national holidays. Martha seconded the motion, and it passed by a vote of 6 ayes and 1 nay. Faith also discussed the status of the updated circulation desk. The Hunt Company has ordered the new cabinets. They will send the invoice sometime this year, and said that we can pay piecemeal if necessary. We do have \$5,000 for the work from the SALS Challenge Grant, and John reiterated that he would pay up to \$5,000 of the costs for the cabinets.

Faith is looking into "take and make" crafts, maybe doing them live via zoom. She received a \$1,000 grant from Walmart that can be applied to whatever we need. Faith will use that money towards the security system discussed at previous meetings. One of the public computers is having some problems and should be replaced once SALS can order computers.

Committee Reports

- **Friends of the Library:** Carol said that the FOL will help with fundraising for the update to the circulation desk area. Their first meeting for 2022 will be on March 7.

- **Building/Maintenance Committee:** Joanne said that the beam repairs are likely to affect the attic, the front of the building, and part of the stairwell. Palace & Co., who will be redoing the ceiling if we get the NYS Construction Grant, will check out the beam while they work on the ceiling.
- **Fundraising Committee:** The first meeting will be January 13. Joanne did get in touch with Charlie Edwards, and he will attend that meeting.

Annual Meeting

- **Renew Expiring Trustee Terms:** Joanne re-nominated Karen Mattison for a three-year term, Sandy seconded the motion, and it was approved unanimously.
- **Elect Board Officers for 2022:** Sandy nominated the same slate of officers who served in 2021, Phyllis seconded the motion, and it was approved unanimously.
- **Sign Conflict of Interest Form:** Julie will put the COI forms in the board drawer at the library, so everyone can sign them. She will collect the signed forms and file them.
- **Meeting Dates for February 2022 – January 2023:** The following meeting dates were proposed, all on the 2nd Monday of each month: - 2/14, 3/14, 4/11, 5/9, 6/13, 7/11, 8/8, 9/12, 10/10, 11/14, 12/12, 1/9/23. Julie motioned to approve those dates, Phyllis seconded the motion, and it was unanimously approved.

Old Business:

- **Beam Repair:** See above Committee Reports.
- **Findings About LD Discretionary Fund:** Phyllis reported that the Library Director job description and financial policy do need to be revised to make clear the LD responsibilities. She will make these changes and send them to the Board for review prior to our next meeting.
- **Socially Conscious Investments:** Sandy did some research on this, and reported on some Vanguard and Fidelity funds. An Investment Committee was formed to look more closely into this and other potential investments as alternatives to keeping all the library's reserve funds in Certificates of Deposit. The Investment Committee members are John Felicetti (chair), Julie, and Sandy.
- **Prospective Board Members:** Jill nominated Jack Mance to be a board member, Sandy seconded the motion, and it passed unanimously. Jack – welcome to the Board! We had a discussion of the number of board members, and Martha reminded us that this is the year we need to review the bylaws. We should look at the number of members for the board, and whether we should have an odd number to avoid potential ties when voting on issues. We also need to look at the definition of a quorum – should it be a fixed number or a percentage of the number of actual members on the board?

- **Prom Dresses:** There was some discussion as to whether, with COVID still being an issue, we should have the prom dress giveaway this year. We decided that if the school is holding the prom, we can do the giveaway, with people making appointments to look at the dresses. Joanne and Phyllis offered to help Faith with this. Faith will start to advertise this event toward the end of January, and coordinate with Shelley at the town hall about times in February.
- **Google Drive:** Julie will put the updated contact list on google drive this week instead of PodKeeper. She will let people know when she's done so, and if anyone has problems getting the list, they will let her know.

New Business:

- **LD Vacation February 10 – 20:** Faith will be on vacation in Florida – have a great time!

Other Business: None

Action Item Review: See the action item table for updates.

The next meeting will be February 14 at 6:30PM.

The meeting was adjourned at 8:30 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
All	1/10/22: Review our bylaws, and consider the number of board members – should it be an odd number to avoid potential ties when voting; quorum definition – should it be a fixed number or a percentage of the elected members	
All	1/19/22: sign Conflict of Interest forms	
Phyllis	1/10/22: revise LD job description and financial policy to address discretionary funds	1/26/22: Sent them for review

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	1/10/22: Joanne will let them know what we get for a security system, then they will review and let us know
Martha	12/13/21: put together an orientation package for Karen	1/10/22: working on this, and will also send package to Jack
Faith	12/13/21: give Karen a library key and copy of the Trustee's Handbook	1/10/22: Karen & Jack can stop by the library to get their keys
Jill	10/11/21: track & document staff wages and NYS minimum wage changes to provide a record for future wage discussions	
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	1/10/22: now is not a good time 8/16/21: Faith reported that the ACS guidance counselor was enthusiastic about the idea, so she will follow-up on it
Board	5/10/21: decide whether to buy a storage shed, and if so, how to pay for it	1/10/22: Carol will talk with SALS re status of Carrie Woerner grant 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	1/10/22: Julie needs to work on changes 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
January 10, 2022

Call to Order

Minutes of Last Meeting

Board Calendar

Treasurer's Report

Director's Report

Committee Reports

- Friends of the Library
- Building Committee
- Fundraising Committee

Annual Meeting

- Renew expiring trustee terms
- Elect board officers for 2022
- Sign Conflict of Interest Form
- Approve meeting dates for Feb.2022 through Jan. 2023
2nd Monday of the month- 2/14, 3/14, 4/11, 5/9, 6/13, 7/11,
8/8, 9/12, 10/10, 11/14, 12/12, 1/9/23

Old Business

- Beam repair
- Findings about LD discretionary fund
- Socially concious investments
- Prospective board members
- Prom dresses
- Google Drive

New Business

- LD vacation Feb. 10-20

Other Business

Action Items

Date of Next Meeting- February 14

Adjournment

Treasurer's Report January 2022

Account Balances - As of 1/5/2022 (Includes unrealized gains)

Account	1/5/2022 Balance
Bank Accounts	
Friends' GFN	4,096.15
GF National Bank-Cash Checking	105,139.10
GF National CD's-Multi-Year Redemption	75,979.12
TOTAL Bank Accounts	185,214.37
Cash Accounts	
Petty Cash	230.24
TOTAL Cash Accounts	230.24
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	225,444.61

2022 Budget to Actual - Current Year

1/1/2022 through 12/31/2022 Using 2022

1/4/2022

Category	Actual	2022 Budget	Difference
INCOME	339	86,791	-86,452
Copies-Copier & Computer Printing	0	120	-120
Dividends	0	160	-160
Interest Received	0	1,300	-1,300
Major Revenue	150	85,211	-85,061
Argyle School District	0	65,320	-65,320
Argyle Town	0	12,000	-12,000
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	150	6,191	-6,041
New York State-SALS	0	1,200	-1,200
EXPENSES	864	86,788	85,924
Donations	0	300	300
Equipment	0	1,400	1,400
Major Library	0	7,480	7,480
Books	0	4,980	4,980
Digital Data	0	2,400	2,400
Subscriptions-Magazines	0	100	100
Membership Fees	0	464	464
Payroll Services	0	225	225
Program Events	0	1,100	1,100
Special Programs	0	600	600
Summer Prog	0	500	500
Service Charges (SALS)	0	2,400	2,400
Bus. Insurance	617	3,000	2,383
Business Tax	0	12,380	12,380
Employee Benefit, Business-Employee ...	0	300	300
Other Employee Benefit, Business-E...	0	300	300
Legal-Prof Fees	0	200	200
Licenses and Permits-License and Per...	0	320	320
Office	0	240	240
Postage and Delivery	58	1,194	1,136
Printing and Reproduction	0	250	250
Repairs & Maint	0	6,763	6,763
Supplies, Bus-Supplies	0	630	630
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	0	4,580	4,580
Electrical Service	0	1,800	1,800
Heating Oil	0	2,100	2,100
Telephone	0	680	680
Wages	0	43,062	43,062
Net Difference:	-525	3	-528

Director's Report: January 2022

1. News & Updates:
 - a. Kid's area reorganization project is almost done!
 - b. Moved the books on tape and Playaway's to the "media center" (by the DVD's) for easier access.
 - i. Was made aware that bending down to look at our audiobooks was uncomfortable for some older patrons
 - ii. Also allows for a nice "feature" section as the first thing people see when they come in
 - c. Holiday Closings
 - i. I thought it would be a good time to go over our 2022 holiday closing schedule to decide if we want to follow the SALS closing calendar. (see attached for comparison)
2. Building and maintenance
 - a. Circulation Desk
 - i. Fundraising committee is meeting on the 13th to discuss moving forward on fundraising
 - ii. Hunt has ordered the cabinets and will store them for us until installation
 - b. NYS Libraries Construction Grant
 - i. NYS requested follow up info about ceiling project
 - ii. Provided it, but was
3. Programing
 - a. Working on more "take and make" crafts and working on a "live" craft hour.
 - b. Waiting to hear back from the county about the Covid relief workshop.
4. Grants
 - a. Walmart Grant
 - i. We got \$1000
 - ii. When we get the check, I will order the security system hardware if that is still what we agree it should be spent on.
5. Tech
 - a. We should replace one of the public computers this year.
 - i. Our oldest machine is starting to "fail" a bit.

Attachment 3: Library Director's Report

Data Analysis	2021											
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Patron Count												
Kids				51	54	77	88	82	67	96	49	54
Adults	91	87	90	123	203	254	289	252	216	253	228	165
Total:	91	87	90	174	257	331	377	334	283	349	277	219
Item Circulation Statistics												
Audiobooks	6	6	5	8	16	5	9	20	5	15	15	14
Adult Book	179	198	201	269	319	295	133	296	207	254	246	245
Adult New Books	9	13	20	23	25	40	42	70	37	41	43	50
Childrens Book	126	112	171	197	220	303	232	267	228	213	211	155
Childrens New Books	4	1	5	9	21	21	17	17	7	15	12	9
Childrens Video	5	13	10	13	9	15	9	9	12	3	5	14
Childrens New Video	2	2		2	3	3	5	8	1	2	3	4
Magazine		6	0	14	15	12	17	16	8	26	11	9
Music	8	3	7	2	5	4		10	6	7	11	11
Video	71	61	71	60	70	36	31	47	37	53	61	47
New Video	4	5	3	9	17	13	18	12	9	13	29	21
Equipment												1
Total:	414	420	493	606	720	747	513	772	557	642	647	580
Program Totals												
Number of Family Programs												1
Attendance												382
Number of Adult Programs				8	6	7	7	6	6	3	3	3
Attendance				39	25	32	27	31	26	30	30	11
Number of Children's Programs				0			3	3	1	1	0	0
Attendance				0			73	33	16	32	0	0
Number of Teen Programs				0		1					0	0
Attendance				0		1					0	0
Total Attendance	0	0	0	39	25	33	100	64	42	62	30	393
Interlibrary Loan												
Received			206	209	177	239	151	158	247	274	260	270
Percentage (estimate)			42%	34%	25%	32%	29%	20%	44%	42%	40%	67%
Computer Use												
	0	0	0	10	20	21	29	29	13	18	20	12
GALE Usage (sessions)												
		113	128	175	227	206	171	100	173	566	684	315
Overdrive Usage (check outs)												
		183	219	181	171	202	157	166	181	183	175	171
WIFI usage												
Library (Users)	84	81	109	122	97	115	133	99	112	122	105	103
Cossayuna (Users)	28	65	26	30	78	33	36	29	21	30	70	112
Total:	112	146	135	152	175	148	169	128	133	152	175	215