

Minutes of the Argyle Free Library Board of Trustees

February 14, 2022

The meeting was called to order at 6:34 PM by Martha Johnson, President. This was a zoom meeting.

Members present: Martha Johnson, Joanne McDowell, Jill Hamilton, Julie Gann, Jack Mance, Karen Mattison, Sandy Smith, and Phyllis Snell.

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

Minutes of Last Meeting:

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

Board Calendar:

The board calendar was reviewed. Jill will ask Nancy Amo if she will do the financial review again.

Treasurer's Report:

Jill reported that the payroll taxes were underpaid for the last quarter of 2021. She will check with Linda to see what happened. The \$1,000 from the WalMart grant and the \$7,000 from Carrie Woerner were deposited in the checking account. Karen and Jill will meet this week to get the financial information needed for the NYS Libraries Annual Report.

Library Director Report:

See Attachment 3 for the complete Library Director's report. Faith was on vacation and so unable to attend the meeting, but she did submit her report before leaving. There appears to be a placeholder in paragraph 1.a.ii, that says "\$ of \$". We will ask Faith to update that with the actual amounts.

Committee Reports

- **Friends of the Library:** Carol said that the FOL will hold a painted chair auction to help with fundraising for the update to the circulation desk area. The annual plant sale will be moved to Memorial Day weekend, and they will hold a silent auction for the painted chairs at the same time. Their first meeting for 2022 will be on March 7.
- **Building/Maintenance Committee:** Nothing to report.
- **Fundraising Committee:** Nothing to report
- **Investment Committee:** The first meeting was held on January 18. The committee

members were tasked to develop guidelines for selecting an investment firm and specific funds in which to invest. Recommendations are also being developed for modifications to the Financial Policy to reflect the option to use investment funds for longer term savings. The impact of potential capital gains on the library's taxes are also being investigated.

Old Business:

- **Approve JA Agreement:** Jill motioned to approve the Joint Automation agreement from SALS, Sandy seconded the motion, and it was approved unanimously.
- **Amendments to Financial Policy:** The Board reviewed the proposed changes to the Financial Policy. Phyllis motioned to approve the changes, Jill seconded the motion, and it passed unanimously.
- **Amendments to Library Director Job Description:** The Board reviewed the proposed changes to the LD Job Description. Jill motioned to approve the changes, Joanne seconded the motion, and it passed unanimously.
- **Beams:** No new information.

New Business:

- **Neighbor Complaint Resolution:** The snow plow man had plowed some of the snow onto the neighbor's property. Faith talked with him, and he will be careful not to do that in the future. Both Faith and Joanne spoke with the neighbor, and Joanne sent her an email. There is no issue with the lawn mowing. The neighbor appears to be satisfied with the resolution. Joanne suggested looking for the property markers in the spring.
- **Trash Hauling:** The trash removal has started to become an issue, so all agreed that we need to hire someone to remove the trash. Joanne and Phyllis use Ryan for their trash removal, and recommended him. They thought the cost would be about \$10/month. Joanne will contact him and let us know the result.
- **Village Water:** Joanne has been working with the village on their water issues. She said that nonprofit organizations and churches do not currently pay for village water, and do not have water meters installed. She suggested that the library donate \$100 annually for our water use. After some discussion, this was tabled.
- **Snow Removal and Oil Tank:** The snow was not cleared around the oil tank, which will cause problems when a refill is needed. Jill will talk with Faith and/or Jordan about making sure this is done.

Other Business: None

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

The next meeting will be March 14 at 6:30PM. Sandy may not be able to attend.

The meeting was adjourned at 8:30 PM, per a motion made by Jill, seconded by Sandy, and unanimously agreed to by the Board.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Jill	2/14/22: check with Nancy Amo to see if she is willing to do our financial review again	
Jill	2/14/22: talk with Faith/Jordan about removing snow around the oil tank	
Joanne	2/14/22: contact Ryan about taking the library's trash	
Faith	2/14/22: update the LD report submitted for the February meeting with the actual dollar amounts in paragraph 1.a.ii	
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	2/14/22: added John to the Bylaws Committee
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
Faith	12/13/21: give Karen a library key and copy of the Trustee's Handbook	2/14/22: Both Karen & Jack have a copy of the Handbook; Jack still needs a key 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 two trees in the front-side yard in Spring 2022	

Action Items		
Person Responsible	Task	Status / Notes
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	2/14/22: \$7,000 was received from Carrie Woerner; will discuss how best to use that money during March 2022 meeting – perhaps keep for beam repair 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.
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

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
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
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
February 14, 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
- Investment Committee

Old Business

- Approve JA agreement
- Amendments to Financial Policy
- Amendments to LD job description
- Beams

New Business

- Neighbor complaint resolution
- Trash hauling
- Village water
- Snow removal and oil tank

Other Business

Action Items

Date of Next Meeting- March 14

Adjournment

Treasurer's Report February 2022

Account Balances - As of 2/11/2022 (Includes unrealized gains)

Account	2/11/2022 Balance
Bank Accounts	
Friends' GFN	4,073.54
GF National Bank-Cash Checking	103,841.67
GF National CD's-Multi-Year Rede...	75,573.24
TOTAL Bank Accounts	183,488.45
Cash Accounts	
Petty Cash	103.64
TOTAL Cash Accounts	103.64
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	223,592.09

2022 Budget to Actual - Current Year

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

2/11/2022

Category	Actual	2022 Budget	Difference
INCOME	13,090	86,791	-73,701
Copies-Copier & Computer Printing	0	120	-120
Dividends	0	160	-160
Interest Received	0	1,300	-1,300
Major Revenue	12,834	85,211	-72,377
Argyle School District	0	65,320	-65,320
Argyle Town	0	12,000	-12,000
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	4,562	6,191	-1,629
Grants	1,000	0	1,000
New York State-SALS	7,272	1,200	6,072
EXPENSES	14,741	86,788	72,046
Donations	100	300	200
Equipment	108	1,400	1,292
Major Library	753	7,480	6,727
Books	629	4,980	4,351
Digital Data	123	2,400	2,277
Subscriptions-Magazines	0	100	100
Membership Fees	75	464	389
Payroll Services	173	225	52
Program Events	103	1,100	997
Special Programs	103	600	497
Summer Prog	0	500	500
Service Charges (SALS)	197	2,400	2,203
Bus. Insurance	617	3,000	2,383
Business Tax	4,905	12,380	7,474
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	5	240	235
Postage and Delivery	58	1,194	1,136
Printing and Reproduction	0	250	250
Repairs & Maint	-28	6,763	6,791
Supplies, Bus-Supplies	98	630	532
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	2,842	4,580	1,738
Electrical Service	1,500	1,800	300
Heating Oil	1,342	2,100	758
Telephone	0	680	680
Wages	4,478	43,062	38,584
Net Difference:	-1,651	3	-1,655

Director's Report: February 2022

1. News & Updates:
 - a. Kid's area reorganization project is finished!
 - i. It looks great, it works, people love it.
 - ii. **We spent about \$519 Of the \$700 that the Friends gave us for the project.**
2. Building and maintenance
 - a. Circulation Desk
 - i. The fundraising committee met and they had some great ideas for moving forward with fundraising.
 - b. NYS Libraries Construction Grant
 - i. Still no info on whether we will receive this.
 - c. The Fire Safety Inspection was fine. We are in full compliance.
3. Programing
 - a. Winter Take and Makes.
 - i. These count as children's programs on NYS report now. Yay!
 - b. COVID funds for homeowners
 - i. We connected one homeowner with the state rep
 1. Better than no homeowners at all. :/
 - c. We have started advertising for Prom Gown Giveaway.
 - i. I will be in touch with board members who volunteered when I get back with time slots available.
 - d. I would like to re-start regular in-person programming in April.
 - i. Covid should be lower
 - ii. Many surrounding libraries are doing the same
2. Grants
 - a. Applied for the Peggy Barber humanities programing grant.
4. Tech
 - a. We got the laptop!
 - b. We should order one new PC this year.

Data Analysis	2022		
	Jan	Feb	Mar
Patron Count			
Kids	46		
Adults	245		
Total:	291	0	0
Item Circulation Statistics			
Audiobooks	11		
Adult Book	316		
Adult New Books	48		
Childrens Book	242		
Childrens New Books	15		
Childrens Video	14		
Childrens New Video	6		
Magazine	17		
Music	11		
Video	43		
New Video	26		
Total:	749	0	0
Program Totals			
Family Programs - In Person	4		
In Person Attendance	32		
Family Programs - Virtual			
Virtual Attendance			
Adult Programs - In Person			
In Person Attendance			
Adult Programs - Virtual	2		
Virtual Attendance	3		
Children's Programs - In Person	1		
In Person Attendance	10		
Children's Programs - Virtual			
Virtual Attendance			
Teen Programs - In Person			
In Person Attendance			
Teen Programs - Virtual			
Virtual Attendance			
Total In Person Attendance	42	0	0
Total Virtual Attendance	3	0	0
Interlibrary Loan			
Received	polaris error		
Percentage (estimate)			
Computer Use			
	14		
GALE Usage (sessions)			
	286		
Overdrive Usage (check o			
	159		
WiFi usage			
Library (Users)	115		
Cossayuna (Users)	15		
Total:	130	0	0