

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

**March 14, 2022**

The meeting was called to order at 6:32 PM by Martha Johnson, President. This was a zoom meeting.

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

Faith St. John, Library Director, and Carol Kuhr, Chair of the Friends of the Library, also attended.

## **Minutes of Last Meeting:**

Minutes of our February meeting were reviewed. Phyllis motioned to approve them with one minor change, Jack seconded, and the vote was unanimous.

## **Board Calendar:**

The board calendar was reviewed. The bylaws review is in process. Jill did send a letter regarding our budget request to Ron Black. Martha and Faith will draft the annual letter to the public about the budget vote.

## **Treasurer's Report:**

Jill received a \$250 donation for the food pantry and John F's donation for the new cabinets. Faith would like to use the food pantry donation to buy baskets, etc. for the food. Joanne made a motion to approve this, Karen seconded the motion, and it passed unanimously. The list of bills was approved for payment.

## **Library Director Report:**

See Attachment 3 for the complete Library Director's report. Faith had sent a copy of the annual report to all board members to review at the end of February. Joanne motioned to approve the annual report, Julie seconded the motion, and it passed unanimously. SALS issued guidance on what to do if someone challenges an item in the library's collection. We agreed to follow SALS guidance, and if it becomes an issue, Faith will let Martha know about it. We discussed printing charges for non-profit organizations and community fundraisers. We agreed that non-profits would not be charged for printing, unless there is an unusually large printing job. Community fundraisers will be charged 50% of the normal charge for printing. This will be tracked in the petty cash log. Faith will restart library programs in April. The theme for this summer's programs is 'Ocean of Possibilities'.

## **Committee Reports**

- **Friends of the Library:** The FOL met on March 7. They are planning a painted chair silent auction for the front desk area renovation. They currently have about 15 chairs

and five artists. The plant sale and last day of the silent auction will be on May 28. Due to the infestation of the Asian jumping worm, they are taking plants grown in potting soil only. Faith requested \$1,000 from the FOL to help cover the costs of the summer programs. Jill motioned to approve this request, Phyllis seconded the motion, and it passed unanimously. The FOL are working on the kindergarten book bags. They need \$64 for materials. Phyllis motioned to approve this, Joanne seconded the motion, and it passed unanimously.

- **Building/Maintenance Committee:** Joanne will talk with the Hunt Company about a bid to look at the beams, see what the problem is, and get an estimate for the repair. Joanne will ask Jim about washing the outside windows. He may be able to do this with the window washing spray on the hose.
- **Fundraising Committee:** The committee has drafted a letter intended for local businesses, requesting donations for the front desk area renovation. They plan to send the letter to about 120 local businesses, and will include a small envelope for people to use for their donations. Jill will buy the stamps for the mailing. They come in rolls of 50 stamps at \$0.58/stamp. Jill made a motion to approve the purchase of the stamps, Phyllis seconded the motion, and it passed unanimously.
- **Investment Committee:** The Investment Committee had a meeting on March 8. John had drafted his proposed changes to the Financial Policy, and created a draft Investment Policy, which the committee is reviewing. The committee is also drafting guidelines for selecting an investment firm, and selecting which investments to recommend for purchase.

#### **Old Business:**

- **Approve Annual Report:** See Library Director report.
- **Beams:** See Building Committee report.
- **Funds from Carrie Woerner:** The Board decided to postpone allocating these funds to a specific purpose until we know the cost of the beam repairs.
- **2022 SALS Construction Grant:** No new information.
- **Trash Hauling:** Joanne hasn't been able to talk with Ryan yet about the trash, and doing an every other week pickup. He does not recycle. Faith said that the library's trash is mostly cardboard, but lots of it, and she needs a garbage can. Julie offered her used garbage can.
- **Financial Review:** Nancy Amo will do the financial review again, after she returns to the area in May.

**New Business:**

- **Printing for Charity Functions:** See the Library Director's report.
- **Restarting Library Programs:** See the Library Director's report.

**Other Business:** None

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

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

The meeting was adjourned at 7:40 PM, per a motion made by Jill, seconded by Karen, and unanimously agreed to by the Board.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Julie	3/14/22: bring garbage can to library	
Joanne	3/14/22: talk to Jim about washing the outside of the windows	
Jill	2/14/22: check with Nancy Amo to see if she is willing to do our financial review again	3/14: Nancy agreed to do this after she returns in May
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

Action Items		
Person Responsible	Task	Status / Notes
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	
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.

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  
March 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 Annual Report
- Beams
- Funds from Carrie Woerner
- 2022 SALS construction grant
- Trash hauling
- Financial review

New Business

- Printing for charity functions
- Restarting library programs

Other Business

Action Items

Date of Next Meeting- April 11

Adjournment

## Treasurer's Report March 2022

### Account Balances - As of 3/11/2022 (Includes unrealized gains)

Account	3/11/2022 Balance
<b>Bank Accounts</b>	
Friends' GFN	4,073.54
GF National Bank-Cash Checking	99,635.42
GF National CD's-Multi-Year Rede...	75,573.24
<b>TOTAL Bank Accounts</b>	<b>179,282.20</b>
<b>Cash Accounts</b>	
Petty Cash	103.64
<b>TOTAL Cash Accounts</b>	<b>103.64</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>219,385.84</b>



## 2022 Budget to Actual - Current Year

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

3/11/2022

Category	Actual	2022 Budget	Difference
<b>INCOME</b>	<b>25,465</b>	<b>86,791</b>	<b>-61,326</b>
Copies-Copier & Computer Printing	0	120	-120
Dividends	0	160	-160
Fines	30	0	30
Interest Received	0	1,300	-1,300
Major Revenue	<b>25,179</b>	<b>85,211</b>	<b>-60,032</b>
Argyle School District	0	65,320	-65,320
Argyle Town	12,000	12,000	0
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	4,907	6,191	-1,284
Grants	1,000	0	1,000
New York State-SALS	7,272	1,200	6,072
<b>EXPENSES</b>	<b>31,323</b>	<b>86,788</b>	<b>55,465</b>
Donations	100	300	200
Equipment	1,168	1,400	232
Major Library	<b>2,500</b>	<b>7,480</b>	<b>4,980</b>
Books	2,114	4,980	2,866
Digital Data	386	2,400	2,014
Subscriptions-Magazines	0	100	100
Membership Fees	75	464	389
Payroll Services	173	225	52
Program Events	<b>103</b>	<b>1,100</b>	<b>997</b>
Special Programs	103	600	497
Summer Prog	0	500	500
Service Charges (SALS)	574	2,400	1,826
Bus. Insurance	617	3,000	2,383
Business Tax	6,177	12,380	6,202
Employee Benefit, Business-Employee ...	<b>0</b>	<b>300</b>	<b>300</b>
Other Employee Benefit, Business-E...	0	300	300
Legal-Prof Fees	0	200	200
Licenses and Permits-License and Per...	0	320	320
Office	26	240	214
Postage and Delivery	58	1,194	1,136
Printing and Reproduction	0	250	250
Repairs & Maint	8,266	6,763	-1,503
Supplies, Bus-Supplies	98	630	532
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	<b>3,522</b>	<b>4,580</b>	<b>1,058</b>
Electrical Service	1,500	1,800	300
Heating Oil	1,342	2,100	758
Telephone	680	680	0
Wages	7,609	43,062	35,453
<b>Net Difference:</b>	<b>-5,858</b>	<b>3</b>	<b>-5,861</b>

## Director's Report: March 2022

1. News & Updates
  - a. Annual Report
    - i. Need approval.
  - b. Met the new director in Greenwich, had a great chat.
  - c. Challenges and how we should approach them?
    - i. Does the board have any thoughts on how the staff and I handle potential challenges to our collection?
  - d. Printing costs
    - i. Color prints cost us \$0.13
    - ii. Black and white prints cost us \$0.02
2. Building and maintenance
  - a. Circulation Desk
    - i. The fundraising committee is doing great work
  - b. NYS Libraries Construction Grant - Ceiling
    - i. SALS says we will get word some time in summer
  - c. The Beam
    - i. There is another SALS construction grant we can try to get that will help pay for this project. I will need a quote ASAP to pursue this.
  - d. Windows
    - i. Can we get Jim to wash the outside of the windows? They are a bit grimy.
3. Programing
  - a. I would like to re-start programing in April.
  - b. Prom Gowns
    - i. New Plan! Jess and I and one other volunteer will take photos of the gowns to post online.
    - ii. We can post a link to our collection on event pages like the Saratoga Mom Prom and others
  - c. Summer Programing – Ocean of Possibilities
    - i. We are already planning some great programs including a mini regatta and more!
4. Tech
  - a. Waiting on JA group order to buy new PC.

Data Analysis		2022		
		Jan	Feb	Mar
<b>Patron Count</b>				
	Kids	46	33	
	Adults	245	219	
	Total:	291	252	0
<b>Item Circulation Statistics</b>				
	Audiobooks	11	16	
	Adult Book	316	265	
	Adult New Books	48	25	
	Childrens Book	242	152	
	Childrens New Books	15	10	
	Childrens Video	14	16	
	Childrens New Video	6	3	
	Magazine	17	9	
	Music	11	9	
	Video	43	52	
	New Video	26	16	
	Realia	0	1	
	Total:	749	574	0
<b>Program Totals</b>				
	Family Programs - In Person	4	4	
	In Person Attendance	32	27	
	Family Programs - Virtual			
	Virtual Attendance			
	Adult Programs - In Person		3	
	In Person Attendance		11	
	Adult Programs - Virtual	2		
	Virtual Attendance	3		
	Children's Programs - In Person	1		
	In Person Attendance	10		
	Children's Programs - T & M		2	
	Kits Given		26	
	Teen Programs - In Person			
	In Person Attendance			
	Teen Programs - Virtual			
	Virtual Attendance			
	Total In Person Attendance	42	38	0
	Total Virtual Attendance	3	26	0
<b>Interlibrary Loan</b>				
	Received	146	213	
	Percentage (estimate)	19%	27%	
<b>Computer Use</b>		14	18	
<b>GALE Usage (sessions)</b>		286	468	
<b>Overdrive Usage (check out)</b>		159	148	
<b>WiFi usage</b>				
	Library (Users)	115	92	
	Cossayuna (Users)	15	64	
	Total:	130	156	0