

Minutes of the Argyle Free Library Board of Trustees

April 11, 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, Sandy Smith, and Phyllis Snell.

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

Minutes of Last Meeting:

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

Board Calendar:

The board calendar was reviewed. Nancy Amos will do the financial review when she returns to the area.

Treasurer's Report:

Jill deposited \$1,000 of donations received for the new circulation desk area, and there is about \$300 more she recently received that will be deposited shortly. The bank reported an issue with the direct deposit of one employee's paycheck. That employee did receive her paycheck, so Jill wasn't sure what the issue was. Direct deposit fees have increased. Bryan is not doing the lawn service this year. Jill has asked a couple of others, and is waiting to hear back. Phyllis will send Jill the info on another potential person to take care of the lawn. The board approved payment of the list of bills.

Faith mentioned that when she was at the village board meeting, they noted that they have more money than normal in the general fund, so we might be able to request more than the normal amount of funding from them this year.

Library Director Report:

See Attachment 3 for the complete Library Director's report. Faith is working on programs, adult and children, for the next few months. The school sent flyers home with the children about the summer program. Faith would like to either close the library or go to curbside only pickup for about two weeks while the circulation desk area reconstruction is underway. The Board is considering this request. SALS replaced the battery for the backup unit in the tech closet. Faith is looking into the possibility of a community garden project by the tractor pull field. There are a few issues to consider, including potential sewer discharge and poor drainage. All four of our slots for the sexual harassment training are filled. The remaining board members can take the training at the firehouse when it is offered this fall.

Committee Reports

- **Friends of the Library:** The FOL met last Monday. They are working on plans for the plant/bake sale, seed exchange, garden tools and books. They are doing everything possible to avoid the potential spread of the jumping worm. All chairs and artists have been matched up. There will be a silent auction for them for one week, ending on May 28 with the plant/bake sale.
- **Building/Maintenance Committee:** Ryan will do the garbage collection for \$2/13 gallon bag, or \$4 for a contractor bag. The garbage should be put out on Thursday for pickup. Jill motioned to approve this expense, Phyllis seconded the motion, and it passed unanimously. The garbage pickup will start immediately. The cost for the initial estimate to check out the beam is about \$620. The total cost of the beam repair can't be estimated until the Hunt Company has a chance to look at it. Jim did fix the problem that caused the issue with the beam, so once it's fixed, we should be good. Sandy motioned to approve the approximately \$600 for the initial look and up to \$6,000 for the complete repair. Jack seconded the motion and it passed unanimously. Joanne will let us know when the Hunt Company will start the work. The lights on the library sign are not working, and the light fixture needs to be replaced. Jack recommended putting this on the back burner until the fall, after the beam and circulation desk work is completed. We will re-visit this in the fall.
- **Fundraising Committee:** The committee sent out 70 letters asking for donations for the circulation desk renovations. About \$1500 of the \$8,000 needed has been raised so far. The committee is meeting Wednesday to discuss targeting individuals, and alternative ideas to raise money.
- **Investment Committee:** The Investment Committee has working drafts of operating guidelines, modifications to the financial policy, and broker selection. The next step is developing criteria for product selection. John suggested a separate board meeting to discuss these topics with the board, as it will likely take more time than is appropriate for our normal board meetings. All board members should read the Investment portion of the Trustees Handbook on pages 56-57 before that special meeting.

Old Business:

- **Beam Project and Expense Approvals:** See Building Committee report above.
- **Trash Hauling:** See Building Committee report above.
- **Reminder to Vote Mailing:** Martha sent the board members drafts of a potential postcard, flyer, and letter to remind people to vote on the library budget request. Martha and Faith got estimated costs on printing and mailing colored vs black & white versions of each. The Board's consensus was that the colored postcard was the best option. The time and location of the vote, and a QR code pointing to more detailed information will be added to the postcard. Jill made a motion to approve up to \$500 to

print and mail colored postcards, Phyllis seconded the motion, and it passed unanimously.

- **Financial Review:** Nancy Amos agreed to do this again, after she returns in May. Jill will send her a reminder.

New Business:

- **Sign Lights:** See the Building Committee’s report.
- **Lawn Service:** See the Treasurer’s report.
- **Investments and SALS:** See the Investment Committee’s report.

Other Business: None

Action Item Review: See the Action Item table below.

The next meeting will be May 9 at 6:30PM.

The meeting was adjourned at 8:20 PM, per a motion made by Jill, seconded by Julie, and unanimously agreed to by the Board.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Board Members	4/11/22: read the Investments section of the Trustees Handbook (pages 56-57) prior to the meeting to discuss the recommendations of the Investment Committee	
Building Committee	4/11/22: in the fall, consider replacement of the light fixture for the library sign	
Phyllis	4/11/22: send Jill the contact info for person who may be able to do the library’s lawn	
Board Members	4/11/22: consider Faith’s request to either close the library during the circulation desk renovation or go to curbside only service	

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	4/11/22: Jill will send her a reminder in May 3/14: Nancy agreed to do this after she returns in May
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	4/11/22: in progress 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	4/11/22: Jack still needs a key 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	4/11/22: ongoing
Board, Building Committee	7/12/21: review whether to remove two trees in the front-side yard in Spring 2023	4/11/22: changed timing to Spring 2023
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	4/11/22: re-look in the fall 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

Person Responsible	Action Items	
	Task	Status / Notes
Board	5/10/21: decide whether to buy a storage shed, and if so, how to pay for it	4/11/22: decided to use this for the beam repair 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	4/11/22: Joanne will check garage sales for heavy duty stapler 5/10/21: get locking file cabinet for Faith to use for personnel and other confidential info	4/11/22: locking file cabinet no longer needed due to circulation desk renovations; heavy duty stapler still needed
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	4/11/22: Faith received new laptop; will get new front desk computer and replace oldest public computer with the front desk computer 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
Phyllis, Faith	3/8/21: review where we stand in regards to our 5-Year Plan	4/11/22: done at Faith's review; will put on May's meeting agenda 9/13/21: is scheduled for 9/20 7/12/21: working it
Faith	8/13/20: contact Lily Loveday re re-scheduling an outdoor dance program	4/11/22: working it 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	4/11/22: possibly in the winter; Julie check with Rosemary re how many kids, est. costs; Presbyterian Church has room for about 6 kids 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	4/11/22: all that the library has are digitized; are some gaps from 1993 on 10/8/18: low priority
Faith	3/12/18: prepare and maintain an inventory of non-book items for insurance and replacement purposes in the event of a disaster.	4/11/22: need to wait on the attic reorganization, will put on library's google drive 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

- Beam project and expense approvals
- Trash hauling
- Reminder to vote mailing
- Financial review

New Business

- Sign lights
- Lawn service
- Investments and SALS

Other Business

Action Items

Date of Next Meeting- May 9

Adjournment

Treasurer's Report April 2022

Account Balances - As of 4/9/2022 (Includes unrealized gains)

Account	4/9/2022 Balance
Bank Accounts	
Friends' GFN	3,232.03
GF National Bank-Cash Checking	94,554.59
GF National CD's-Multi-Year Redemption	75,573.24
TOTAL Bank Accounts	173,359.86
Cash Accounts	
Petty Cash	168.28
TOTAL Cash Accounts	168.28
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	213,528.14

2022 Budget to Actual - Current Year

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

4/9/2022

Category	Actual	2022 Budget	Difference
INCOME	26,825	86,791	-59,966
Copies-Copier & Computer Printing	118	120	-2
Dividends	0	160	-160
Fines	77	0	77
Interest Received	0	1,300	-1,300
Major Revenue	26,179	85,211	-59,032
Argyle School District	0	65,320	-65,320
Argyle Town	12,000	12,000	0
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	5,907	6,191	-284
Grants	1,000	0	1,000
New York State-SALS	7,272	1,200	6,072
Petty Cash	77	0	77
EXPENSES	38,540	86,788	48,247
Donations	100	300	200
Equipment	1,168	1,400	232
Major Library	4,182	7,480	3,297
Books	3,479	4,980	1,501
Digital Data	704	2,400	1,697
Subscriptions-Magazines	0	100	100
Membership Fees	75	464	389
Payroll Services	173	225	52
Program Events	218	1,100	882
Special Programs	218	600	382
Summer Prog	0	500	500
Service Charges (SALS)	755	2,400	1,645
Bus. Insurance	617	3,000	2,383
Business Tax	7,438	12,380	4,942
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	46	240	194
Postage and Delivery	232	1,194	962
Printing and Reproduction	0	250	250
Repairs & Maint	8,617	6,763	-1,854
Supplies, Bus-Supplies	212	630	418
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	3,522	4,580	1,058
Electrical Service	1,500	1,800	300
Heating Oil	1,342	2,100	758
Telephone	680	680	0
Wages	10,811	43,062	32,251
Net Difference:	-11,715	3	-11,719

Director's Report: April 2022

1. News & Updates
 - a. Busy with program planning to get things ready for April!
2. Building and maintenance
 - a. Circulation Desk
 - i. I would like to close for 2-3 weeks while the work is done so we can do some maintenance such as organizing the attic, etc.... it will also allow us time before and after the project to move furniture and organize the new space.
 - ii. I received a \$20 cash donation from a patron this week, and several people (business owners) have stopped in and mentioned that they would be donating soon. :)
3. Programming
 - a. Programming started this month!
 - i. The school printed our flyer and sent it home with the kids
 - ii. Homeschool Meet Up – We had a great turn out and everyone was so excited for there to be something local for homeschool families.
 - iii. Storytime - Great turn out for our first one in the rain
 - iv. Crafty Kids - Awesome turn out! The craft was a big hit. The kids didn't want to leave.
 - v. Adult craft night – April 12th - We will be making decoupage easter eggs.
 - vi. Lego Club – April 19th – Kids are REALLY excited about this one! We need more Legos!!
 - b. Summer Programing – Ocean of Possibilities
 - i. We will be collaborating with the school to sign up summer readers on the ReadSquared website.
 - ii. We have a volunteer to run the regatta, Dick Myott who was a physics teacher at the school until he retired last year.
 - iii. I have an Amazon wish list ready to go to ask for donations for supplies for summer crafts.
2. Tech
 - a. Our battery backup died a few weeks ago.
 - i. JA had a new one for us in two days at no charge.
3. Grants
 - a. Nothing large available right now but I am throwing our hat in the ring for several small grants to help with programming costs/expanding programming offers.
 - b. Looking at the idea of a library sponsored community garden project (Land has been offered by Scott Lufkin down by the tractor pull field)

Data Analysis for March 2022

	Jan	Feb	Mar
Patron Count			
Kids	46	33	82
Adults	245	219	269
Total:	291	252	351
Item Circulation Statistics			
Audiobooks	11	16	20
Adult Book	316	265	296
Adult New Books	48	25	43
Childrens Book	242	152	220
Childrens New Books	15	10	17
Childrens Video	14	16	13
Childrens New Video	6	3	5
Magazine	17	9	23
Music	11	9	1
Video	43	52	64
New Video	26	16	36
Realia	0	1	-
Total:	749	574	738
Program Totals			
Family Programs - In Person	4	4	4
In Person Attendance	32	27	33
Family Programs - Virtual			
Virtual Attendance			
Adult Programs - In Person		3	7
In Person Attendance		11	34
Adult Programs - Virtual	2		
Virtual Attendance	3		
Children's Programs - In Person	1		
In Person Attendance	10		
Children's Programs - T & M		2	1
Kits Given		26	22
Teen Programs - In Person			
In Person Attendance			
Teen Programs - Virtual			
Virtual Attendance			
Total In Person Attendance	42	38	67
Total Virtual Attendance	3	26	22
Interlibrary Loan			
Received	146	213	198
Percentage (estimate)	19%	27%	33%
Computer Use			
	14	18	29
GALE Usage (sessions)			
	286	468	548
Overdrive Usage (check out)			
	159	148	149
WiFi usage			
Library (Users)	115	92	111
Cossayuna (Users)	15	64	31
Total:	130	156	142