

Minutes of the Argyle Free Library Board of Trustees

June 13, 2022

The meeting was called to order at 6:30 PM by Joanne McDowell, Vice President. This was a zoom meeting.

Members present: 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 Felicetti, interested citizen, also attended.

Minutes of Last Meeting:

Minutes of our May meeting were reviewed. Jill motioned to approve them with one typo correction, Phyllis seconded, and the vote was unanimous.

Board Calendar:

The board calendar was reviewed. The air conditioner units have been installed. Faith will discuss the grant application for the Home for Aged Women later.

Treasurer's Report:

See Attachment 2 for the detailed treasurer reports. Jill reported that she received one additional bill for mowing the lawn for \$135. The board approved the list of bills. She also reported that the FOL received \$1278 from the plant & bake sale. She is starting to receive the checks for the painted chair auction, and expects to receive about \$1300 total for them to go toward the front desk renovation.

Library Director Report:

See Attachment 3 for the complete Library Director's report. The school kindergarten visited today, and all had a good time! The front desk renovations are expected to be completed this week. Faith and her staff are prepping for the summer program. There will be both in-person and online programs. Faith will check to see if either the front desk renovation project or a movie license would be eligible for a grant from the Home for Aged Women. She is applying to Stewart's for a grant to help with the cost of the front desk renovation. SALS did some work on the library wifi and improved it a little. The main problem is that our routers are old, and we are in the queue for a newer, improved router. Faith also did a CANVAS tutorial for other library directors to show them how to improve their graphics designs, and it went very well.

Committee Reports

- **Friends of the Library:** See the treasurer's report for results of the plant & bake sale and the painted chair auction. Faith requested money from the FOL for: summer program and prizes, \$200; gifts for today's school visit, \$100; organizers for the new

front desk area, \$200. Jill made a motion to approve these expenditures, Sandy seconded the motion, and it was approved unanimously. The FOL are also planning to have a presence at the village's Columbus Day rummage/yard sale. This could include leftovers from the July 4th book sale, and the stacking chairs in the attic. They will also help Faith with the summer programs and Thistle Day activities.

- **Building/Maintenance Committee:** Joanne will try again to reach the Hunt Company to get a time for when they will start to work on the wall.
- **Fundraising Committee:** The Committee will be sending out additional fundraising letters and making some calls to request donations for the front desk renovation.
- **Investment Committee:** The committee is reviewing a draft set of recommendations. The revised recommendations will be sent to all board members once the committee has updated them.

Old Business:

- **Open Meetings Law and Trustee Accessibility:** The new NYS Open Meetings Law requires that there be an in-person quorum at the library (or other location). The draft resolution that Joanne adapted from the state has a lot of repetition in it. Julie will review and try to eliminate as much of the repetition as possible, then send it to the board members for their review. The new law requires all zoom meetings to be recorded, and those recordings are to be kept for five years. This requires quite a bit of computer storage. Julie will buy a 128GB memory stick for Faith to use for these zoom recordings.

New Business: None

Other Business:

- **July 4th Book Sale:** We agreed that we will do the book sale this year. Julie noted who volunteered to help out on the various tasks, and will send that list out to everyone. Joanne will drop boxes off at the library to use for carrying the books down from the attic.
- **Publicity Article:** John has drafted an article for the papers and sent it to Faith for her review. They will ensure Martha reads and approves it before sending it to the papers for publishing.

Action Item Review: Postponed to next month.

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

The meeting was adjourned at 7:46 PM.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Julie	6/13/22: revise Joanne's draft resolution on the use of zoom meetings to eliminate as much repetition as possible.	
John	5/9/22: draft article for local papers to raise awareness of the library	6/16/22: Martha approved; Greenwich Journal wants a photo to go with the article; Faith checking for a good one 6/13/22: sent to Faith for review
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	
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

Action Items		
Person Responsible	Task	Status / Notes
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
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.

Action Items		
Person Responsible	Task	Status / Notes
Joanne	<p>4/11/22: Joanne will check garage sales for heavy duty stapler</p> <p>5/10/21: get locking file cabinet for Faith to use for personnel and other confidential info</p>	<p>4/11/22: locking file cabinet no longer needed due to circulation desk renovations; heavy duty stapler still needed</p>
Faith	<p>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</p>	<p>4/11/22: Faith received new laptop; will get new front desk computer and replace oldest public computer with the front desk computer</p> <p>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</p> <p>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</p>
Phyllis, Faith	<p>3/8/21: review where we stand in regards to our 5-Year Plan</p>	<p>4/11/22: done at Faith's review; will put on May's meeting agenda</p> <p>9/13/21: is scheduled for 9/20</p> <p>7/12/21: working it</p>
Faith	<p>8/13/20: contact Lily Loveday re re-scheduling an outdoor dance program</p>	<p>4/11/22: working it</p> <p>7/12/21: waiting for cooler weather</p> <p>1/11/21: have e-mailed, waiting for warmer weather</p>

Action Items		
Person Responsible	Task	Status / Notes
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
June 13, 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

- Open Meetings Law and trustee accessibility

New Business

Other Business

Action Items

Date of Next Meeting- July 11

Adjournment

Treasurer's Report June 2022

Account Balances - As of 6/8/2022 (Includes unrealized gains)

Account	6/8/2022 Balance
Bank Accounts	
Friends' GFN	4,427.60
GF National Bank-Cash Checking	84,981.66
GF National CD's-Multi-Year Rede...	75,573.24
TOTAL Bank Accounts	164,982.50
Cash Accounts	
Petty Cash	119.33
TOTAL Cash Accounts	119.33
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	205,101.83

2022 Budget to Actual - Current Year

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

6/8/2022

Category	Actual	2022 Budget	Difference
INCOME	30,493	86,791	-56,298
Copies-Copier & Computer Printing	118	120	-2
Dividends	240	160	80
Fines	77	0	77
Interest Received	0	1,300	-1,300
Major Revenue	29,264	85,211	-55,947
Argyle School District	0	65,320	-65,320
Argyle Town	12,000	12,000	0
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	8,992	6,191	2,801
Grants	1,000	0	1,000
New York State-SALS	7,272	1,200	6,072
Petty Cash	77	0	77
EXPENSES	50,634	86,788	36,153
Donations	100	300	200
Equipment	1,354	1,400	46
Major Library	5,913	7,480	1,567
Books	5,025	4,980	-45
Digital Data	876	2,400	1,524
Subscriptions-Magazines	12	100	88
Membership Fees	75	464	389
Payroll Services	173	225	52
Program Events	290	1,100	810
Special Programs	257	600	343
Summer Prog	33	500	467
Service Charges (SALS)	1,117	2,400	1,283
Bus. Insurance	617	3,000	2,383
Business Tax	9,430	12,380	2,950
Employee Benefit, Business-Employee ...	121	300	179
Other Employee Benefit, Business-E...	121	300	179
Insurance, Bus-Insurance (non health)	-50	0	50
Legal-Prof Fees	0	200	200
Licenses and Permits-License and Per...	0	320	320
Office	228	240	12
Postage and Delivery	637	1,194	557
Printing and Reproduction	171	250	79
Repairs & Maint	8,621	6,763	-1,858
Supplies, Bus-Supplies	347	630	283
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	3,650	4,580	930
Electrical Service	1,500	1,800	300
Heating Oil	1,470	2,100	630
Telephone	680	680	0
Wages	17,125	43,062	25,937
Net Difference:	-20,142	3	-20,145

Director's Report: June 2022

1. News & Updates:
 - a. School Class visits
 - i. The ACS Kindergarten and 1st grade classes are coming down to visit the library!
 - ii. We will be making painted rocks for our "Kindness Garden" out in front of the hedge. :)
2. Building and maintenance
 - a. Circulation Desk
 - i. Countertops should be installed this week.
 - ii. It is AMAZOING!
 - iii. My only complaint is that the scheduling wasn't clear.
3. Programing
 - a. Summer Reading
 - i. Sent the flyer out to the school last week
 - ii. We will be using the free ReadSquared online platform as well
 - iii. Will be posting events to Facebook, Front Porch Forum and local papers
 - iv. We may want to consider increasing our budget for summer programming, as hiring quality professional entertainment is getting out of our range at this point.
4. Grants
 - a. Applying for the 2022 HAW grant.
 - i. Any input? I am collecting ideas from patrons and looking at what other libraries offer as far as regular programs/services.
5. Tech
 - a. Spoke with JA about WIFI
 - i. They did another adjustment to the router and it improved somewhat.
 - ii. They are working on a grant for new equipment for everyone with the old routers.
6. Outreach/Education
 - a. SALS Canva tutorial
 - i. It went really well. Good outreach for us.

Data Analysis for May 2022

	Jan	Feb	Mar	April	May
Patron Count					
Kids	46	33	82	102	90
Adults	245	219	269	240	247
Total:	291	252	351	342	337
Program Totals					
Family Programs - In Person	4	4	4	8	7
In Person Attendance	32	27	33	37	121
Family Programs - Virtual					
Virtual Attendance					
Adult Programs - In Person		3	7	6	3
In Person Attendance		11	34	36	9
Adult Programs - Virtual	2				
Virtual Attendance	3				
Children's Programs - In Person	1			6	4
In Person Attendance	10			32	12
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	105	142
Total Virtual Attendance	3	26	22	0	0
Computer Use	14	18	29	26	10
computer help	6	7	12	6	2
WIFI usage					
Library (Users)	115	92	111	105	38
Cossayuna (Users)	15	64	31	69	71
Total:	130	156	142	174	109