

# Minutes of the Argyle Free Library Board of Trustees

August 8, 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, Julie Gann, Jack Mance, Karen Mattison, and Phyllis Snell.

Faith St. John, Library Director, Sara Dallas, SALS Director, Carol Kuhr, Chair of the Friends of the Library, and John Felicetti, interested citizen, also attended.

## Welcome Sara Dallas

- **Routers:** Sara told us that SALS is submitting a NYS Construction Grant for new routers and associated wiring for member libraries. However, there is a one year waiting period for the equipment.
- **Cyber Insurance:** SALS is recommending that member libraries buy cyber insurance. SALS can't buy this insurance for member libraries – each library has to purchase their own insurance. SALS will provide further guidance on cyber insurance. Michelle Largeteau, manager of SALS Joint Automation, is the person to contact for more information. Sara said that if one of our library computers infects the SALS computers, that our library is responsible for any damages. We asked Sara to check into getting VPNs for all computers in the SALS network to provide additional security and reduce the chances of a malware attack.
- **Trustee Training:** As of 1/1/2023, two hours of training annually will be required for all library trustees. Sara will send us the form for recording our trustee training. The trustee training will be included in the annual report to NYS. Approved training courses will include SALS courses, NYLA courses, and others. Sara recommended that we include some money in our annual budget to cover the costs of this training.
- **Book Challenges:** Sara recommended that we have a strong book collection/ acquisition policy, that includes how to handle gift books, and removing books from the collection. We should have a plan for how to respond to challenges to books or programs, and practice that response so library staff and trustees are prepared if someone questions them. Sara said that some libraries have seen racist and other defamation of books. Faith said that she and her staff are prepared for these challenges, with a response along the lines of “Thank you. We have a policy ... will review ...”
- **Zoom Meetings:** Once the governor's exception allowing zoom meetings for public meetings expires, Sara said that a quorum must be physically present at the meeting location. This requirement is not currently in the draft zoom meeting resolution, but is in the open government meetings law. Sara will send Faith a link to the open meetings law and the associated lawyer notes.

## Minutes of Last Meeting

Minutes of our July meeting were reviewed. Joanne motioned to approve them with minor corrections, Phyllis seconded, and the vote was unanimous.

## **Board Calendar**

The board calendar was reviewed. Board members are to give any inputs for Faith's annual review to the Personnel Committee (Phyllis and Jill).

## **Treasurer's Report**

See Attachment 2 for the detailed treasurer reports. Jill was not able to attend this meeting. She sent her reports to all trustees. The Board approved payment of the list of bills Jill submitted.

## **Library Director Report:**

See Attachment 3 for the complete Library Director's report. Faith and her staff will not have any programs in September in order to give them time to recover from the summer programs. She would like to expand the program budget for future years to enable her to bring in some performers for the children's programs. She had record attendance for the summer programs this year, and would like to find a way to add extra space at the library to accommodate everyone. Faith is still waiting to hear back on her grant applications to the Home for Aged Women and Dollar General. Thistle Day is Saturday, September 17. Faith is planning a booth with projects for young children. She would like a board member to volunteer to talk about the library. She suggested closing the library for Thistle Day. Joanne made that motion, Phyllis seconded it, and it was approved unanimously.

## **Committee Reports**

- **Friends of the Library:** Carol reported that the Comfort Food pickup using volunteers is going well. She will get volunteers to help Faith with the Thistle Day activities. FOL will have a yard sale during the Argyle town wide garage sale on Columbus Day, October 8. The next FOL meeting will be on the third Monday in September (9/19).
- **Building Committee:**
  - **Storage Shed:** We have had discussions about an outside storage shed. Joanne checked and said the either an 8'x10' or a 10'x10' shed would fit on the northeast side lawn (on the right side, as you face the library from the road).
  - **Furnace Room Door:** The furnace room door was closed this morning, but has been open some mornings. Joanne suggested a better lock that is not easy to pick open, and perhaps some motion detector lights. Jim can do this work, and Joanne estimated the cost to be about \$85 for materials. Martha made a motion to approve up to \$100 for a new lock and motion detector lights for the furnace room door. Jack seconded the motion, and it passed unanimously.
  - **Sign Lights:** Jack tried to get a couple of electricians to give an estimate on fixing the lights for the sign, but they would not come and give an estimate

unless they were paid for it. Joanne will give Randy a call about fixing the lights.

- **Fundraising Committee:** The committee exceeded their funding goal. Congratulations!

**Old Business:**

- **Open Meetings Law and Trustee Accessibility:** We agreed to postpone this discussion until next month's meeting. Julie and Joanne will look at the open meetings law and the draft resolution.
- **Storage Shed:** The storage shed would go on the northeast side toward.
- **Reminder – Inputs for LD Annual Performance Review:** due by August 30.
- **Required Trustee Training:** see above discussion with Sara Dallas

**New Business:**

- **Room Door:** See above discussion from the Building Committee.
- **Cyber Liability Insurance:** Martha will check on this, and talk with Michelle Largeteau. Phyllis recommended also talking with Adirondack Tech Solutions after Martha talks with Michelle.

**Other Business:** None

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

The next meeting will be September 12 at 6:30PM.

The meeting was adjourned at 7:49 PM.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Jack & Joanne	8/8/22: check out costs of fixing sign lights	
Joanne, Jim	8/8/22: buy & install new lock and motion detector lights for furnace room door	
Faith	7/11/22: have Bob Henke and other local authors in for book discussions/signings	

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	7/11/22: article was published in last week's Greenwich Journal; John will contact the Chronicle to see if they will publish it 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	7/11/22: Jack will contact electricians for estimates
Jill	2/14/22: check with Nancy Amo to see if she is willing to do our financial review again	7/11/22: Jill is coordinating a time for the review with Nancy 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	7/11/22: Faith is waiting for a sale, then will get a SimpliSafe system with cameras and a button for a siren, per the approved budget 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
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
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	7/11/22: put on the agenda for our August meeting 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 & Phyllis	5/10/21: work on employee handbook to minimize redundancies with policies and avoid inconsistencies as they are updated	7/11/22: Phyllis will take over this task 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	7/11/22: heavy duty stapler and firesafe box, shoebox size, still needed 4/11/22: locking file cabinet no longer needed due to circulation desk renovations; heavy duty stapler still needed

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	7/11/22: due to supply problems, still waiting on front desk and one public computer; SALS has extended their service support for the older computers due to the supply problems 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
Phyllis, Faith	3/8/21: review where we stand in regards to our 5-Year Plan	7/11/22: will re-look at Faith's review in September 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	7/11/22: still working it 4/11/22: working it 7/12/21: waiting for cooler weather 1/11/21: have e-mailed, waiting for warmer weather

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.	7/11/22: has taken photos, will put on USB stick and /or library's google drive 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  
August 8, 2022

Call to Order

Welcome Sara Dallas

Minutes of Last Meeting

Board Calendar

Treasurer's Report

Director's Report

Committee Reports

- Friends of the Library
- Building Committee
- Fundraising Committee

Old Business

- Open Meetings Law and trustee accessibility
- Storage shed
- Reminder- input for LD annual performance review due by Aug. 30
- Required trustee training

New Business

- Furnace room door
- Cyber liability insurance

Other Business

Action Items

Date of Next Meeting- September 12

Adjournment



## Treasurer's Report August 2022

### Account Balances - As of 7/31/2022 (Includes unrealized gains)

Account	7/31/2022 Balance
<b>Bank Accounts</b>	
Friends' GFN	3,963.90
GF National Bank-Cash Checking	75,259.32
GF National CD's-Multi-Year Rede...	75,573.24
<b>TOTAL Bank Accounts</b>	<b>154,796.46</b>
<b>Cash Accounts</b>	
Petty Cash	299.56
<b>TOTAL Cash Accounts</b>	<b>299.56</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>195,096.02</b>

## Budget to Actual

7/31/2022

Category	Actual	2022 Budget	Difference
<b>INCOME</b>	<b>41,809</b>	<b>86,791</b>	<b>-44,982</b>
Copies-Copier & Computer Printing	237	120	117
Dividends	240	160	80
Fines	199	0	199
Interest Received	0	1,300	-1,300
Major Revenue	<b>39,571</b>	<b>85,211</b>	<b>-45,639</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	19,299	6,191	13,109
Grants	1,000	0	1,000
New York State-SALS	7,272	1,200	6,072
Petty Cash	174	0	174
<b>EXPENSES</b>	<b>71,663</b>	<b>86,788</b>	<b>15,124</b>
Donations	200	300	100
Equipment	1,896	1,400	-496
Major Library	<b>5,827</b>	<b>7,480</b>	<b>1,652</b>
Books	5,054	4,980	-74
Digital Data	762	2,400	1,638
Subscriptions-Magazines	12	100	88
Membership Fees	118	484	347
Payroll Services	173	225	52
Program Events	<b>859</b>	<b>1,100</b>	<b>241</b>
Special Programs	330	600	270
Summer Prog	529	500	-29
Service Charges (SALS)	1,479	2,400	921
Bus. Insurance	617	3,000	2,383
Business Tax	11,253	12,380	1,127
Employee Benefit, Business-Employee ...	<b>121</b>	<b>300</b>	<b>179</b>
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	280	240	-20
Postage and Delivery	637	1,194	557
Printing and Reproduction	171	250	79
Repairs & Maint	19,280	6,763	-12,497
Supplies, Bus-Supplies	398	630	232
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	<b>3,650</b>	<b>4,580</b>	<b>930</b>
Electrical Service	1,500	1,800	300
Heating Oil	1,470	2,100	630
Telephone	680	680	0
Wages	23,407	43,062	19,655
<b>Net Difference:</b>	<b>-29,855</b>	<b>3</b>	<b>-29,858</b>

## Director's Report: August 2022

1. News & Updates:
  - a. Planning a programming break in Sept to plan and re-energizing ourselves for Fall/Winter programs.
    - i. Please let me know if you have any programming suggestions!
  - b. We should look at expanding our programming budget for next year.
    - i. The Friends, grants and donations cover some things, but everything is expensive.
    - ii. In a time where books can be read on a kindle, programming is what gets people in to the building.
    - iii. Summer reading is fundamental in building relationships with kids and parents.
    - iv. I would like to get some performers in, but they are SO expensive and the cost/benefit is not great with uncertain attendance, a larger budget would allow for some failures.
2. Building and maintenance
  - a. I would like to start looking at ways to better use our outdoor space.
    - i. Our programming success right now is limited by the size of our indoor space.
    - ii. A more usable outdoor space would allow for more activities to be done outside.
    - iii. An outdoor seating area would give people a place to access our WIFI when we are closed.
    - iv. Options we could look at are:
      1. Patio area with a seasonal tent/covering. (SALS Challenge Grant)
      2. Large outdoor attached deck/gazebo with a roof. (NY State Grant)
2. Programming
  - a. Summer Reading
    - i. The STEM Boat Building event and Regatta were very successful.
      1. 25 on boat building day
      2. 16 on regatta day
    - ii. The Pirates and Mermaids party was great. Incredibly fun for the kids.
      1. 23
    - iii. Craft Day 2 was much less chaotic than craft day 1, thankfully!
      1. 26
  - b. Veggies
    - i. New pick-up volunteers are so helpful!
      1. Knowing when we will get the veg makes it easier to schedule time to put everything away.
      2. Having things here before a kid's program means lots of little people snacking on fresh veggies!
    - ii. We doubled our veggie numbers this month.
3. Grants
  - a. HAW 2022 & Dollar General 2022
    - i. Waiting for results.
4. Outreach/Education
  - a. Thistle Day
    - i. This is a terrific way for the library to build relationships in the community.
    - ii. We need volunteers (4 would be ideal)
    - iii. My plan is to close that day (like last year) since we will be at the event in the afternoon/evening.

## Data Analysis for July 2022

	Jan	Feb	Mar	April	May	June	July
<b>Item Circulation Statistics</b>							
Audiobooks	11	16	20	19	12	12	12
Adult Book	316	265	296	255	254	247	305
Adult New Books	48	25	43	33	36	34	52
Childrens Book	242	152	220	265	245	238	254
Childrens New Books	15	10	17	14	13	23	18
Childrens Video	14	16	13	11	8	7	9
Childrens New Video	6	3	5	3	4	5	5
Magazine	17	9	23	7	7	10	21
Music	11	9	1	4	5	3	7
Video	43	52	64	42	34	54	31
New Video	26	16	36	21	12	21	19
Realia	0	1	-	-	1	-	-
<b>Total:</b>	<b>749</b>	<b>574</b>	<b>738</b>	<b>674</b>	<b>631</b>	<b>654</b>	<b>733</b>
<b>Interlibrary Loan</b>							
Received	146	213	198	259	189	190	216
Percentage (estimate)	19%	27%	33%	38%	29%	29%	29%
<b>GALE Usage (sessions)</b>	<b>286</b>	<b>468</b>	<b>548</b>	<b>468</b>	<b>374</b>	<b>281</b>	<b>299</b>
<b>Overdrive Usage (check outs)</b>	<b>159</b>	<b>148</b>	<b>149</b>	<b>206</b>	<b>190</b>	<b>207</b>	<b>164</b>

	Jan	Feb	Mar	April	May	June	July
<b>Patron Count</b>							
Kids	46	33	82	102	90	101	128
Adults	245	219	269	240	247	232	353
Total:	291	252	351	342	337	333	481
<b>Program Totals</b>							
Family Programs - In Person	4	4	4	8	7	7	7
In Person Attendance	32	27	33	37	121	79	154
Family Programs - Virtual							
Virtual Attendance							
Adult Programs - In Person		3	7	6	3	3	1
In Person Attendance		11	34	36	9	12	3
Adult Programs - Virtual	2						
Virtual Attendance	3						
Children's Programs - In Person	1			6	4	5	1
In Person Attendance	10			32	12	29	23
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	120	180
Total Virtual Attendance	3	26	22	0	0	0	0
<b>Computer Use</b>							
computer help	14	18	29	26	10	12	22
	6	7	12	6	2	6	3
<b>WIFI usage</b>							
Library (Users)	115	92	111	105	101	100	96
Cossayuna (Users)	15	64	31	69	71	80	97
Total:	130	156	142	174	172	180	193