

Minutes of the Argyle Free Library Board of Trustees

September 12, 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, Jill Hamilton, Julie Gann, Jack Mance, Karen Mattison, Phyllis Snell and Sandy Smith.

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 August meeting were reviewed. Phyllis motioned to approve them with minor corrections, Jill seconded, and the vote was unanimous.

Board Calendar

The board calendar was reviewed.

Treasurer's Report

See Attachment 2 for the detailed treasurer reports. Jill reported that the library received some donations in memory of Janice Henke. 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 had prepared and distributed a draft Collection Policy for the board's review. Martha noted that the appendix for a Library Bill of Rights has some contradictions with our policies. She and Faith will re-start the task of reviewing and proposing updates to our current policies. Comments from other board members to the draft Collection Policy were discussed. Faith will revise the draft policy and re-send it for a final review. Faith also reported that the non-slip paint on the ramp to the front door is worn, and something needs to be done before the snow comes. Jill will check on non-slip outdoor carpeting for the ramp. The new, donated air filters are installed and working well. Phyllis will take the cardboard from the library for recycling. The new computer for the front desk is in. SALS took the old front desk computer and reloaded it so it can be used as a public computer. Next year we will need to buy a new public computer. As part of the library's public outreach, Faith is going to try to work more closely with the school this year.

Committee Reports

- **Friends of the Library:** Carol reported that the FOL will have a yard sale during the Argyle town wide garage sale on Columbus Day, October 8. Their fall meeting will be this coming Monday September 19.

- **Building Committee:**
 - Storage Shed: Jill will check with the county to see where the septic drain field is, so we can avoid putting the storage shed over the drain field.
 - Sign Lights: The estimate for the lights is about \$200. Jack made a motion to approve up to \$230 for the lights, Phyllis seconded the motion, and it passed unanimously.
- **Investment Committee:** Per our July meeting, the board needs to give their approval for the Investment Committee to proceed with researching and recommending an investment company. Joanne made the motion to approve this, Jill seconded the motion, and it passed unanimously. Jill also motioned to approve converting three of the four CDs (about \$65,000) in Glens Falls National Bank in order to invest them. This would leave about \$10,000 in a CD. Sandy seconded the motion, and it passed unanimously.

Old Business:

- **Sign Lights:** See above
- **Investment Policy:** See above.
- **Required Trustee Training – Add to Budget:** Due to the requirement that every trustee complete at least two hours of training each year, we discussed adding money to the budget to pay for online classes, etc. Until we know more about what training will be available, its cost, and what SALS will provide, it's difficult to estimate how much should be added to the budget.
- **Budget for Programs:** The FOL gave over \$1,000 for this year's summer programs. Faith is not sure that is sustainable, and would like more for these programs in the 2023 budget to ensure that there is enough for performers as well as supplies. She averaged about 25 children per program this summer. Jill will look at this as she prepares the budget.
- **Cyber Liability Insurance:** we postponed this discussion until the October meeting.
- **Open Meetings Law and Trustee Accessibility:** After reviewing all the NYS requirements to hold zoom meetings, we decided that was in the "too hard to do" category, and we would have in-person board meetings unless things change again.
- **NYLA Conference Nov 2-5, Saratoga Springs:** Faith and Jess will go to this. The cost is estimated to be \$535, which includes the early bird discount. Faith will check out other discounts.
- **Outdoor Space:** We will wait on this until we know more about the septic drain field.

New Business:

- **Book Selection Policy:** see above LD discussion about the Collection Policy.
- **Playbook/Elevator Speech for Book Challenges:** Wait until our October meeting

Other Business: Jim will run over his monthly hours to work on the sign lights, but has been under on previous months.

Action Item Review: Postponed to next month.

The next meeting will be October 10 at 6:30PM.

The meeting was adjourned at 8:07 PM.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Jill	9/12/22: check with the county to find where the library's septic drain field is	
Phyllis	9/12/22: take cardboard from library to recycle	
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	
Julie	6/13/22: revise Joanne's draft resolution on the use of zoom meetings to eliminate as much repetition as possible.	

Action Items		
Person Responsible	Task	Status / Notes
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
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

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	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

Person Responsible	Action Items	
	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
September 12, 2022

Call to Order

Minutes of Last Meeting

Board Calendar

Treasurer's Report

Director's Report

Committee Reports

- Friends of the Library
- Building Committee
- Investment Committee

Old Business

- Sign lights
- Investment Policy
- Required trustee training- add to budget
- Budget for programs
- Cyber liability insurance
- Open Meetings Law and trustee accessibility
- NYLA Conference Nov.2-5, Saratoga Springs
- Outdoor space

New Business

- Book selection policy
- Playbook/elevator speech for book challenge

Other Business

Action Items

Date of Next Meeting- October 10

Adjournment

Treasurer's Report September 2022

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

Account	9/9/2022 Balance
Bank Accounts	
Friends' GFN	3,963.90
GF National Bank-Cash Checking	67,253.48
GF National CD's-Multi-Year Rede...	75,573.24
TOTAL Bank Accounts	146,790.62
Cash Accounts	
Petty Cash	230.26
TOTAL Cash Accounts	230.26
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	187,020.88

Budget to Actual

2022 Budget to Actual - Current Year

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

9/9/2022

Category	Actual	2022 Budget	Difference
INCOME	42,530	86,791	-44,261
Copies-Copier & Computer Printing	237	120	117
Dividends	240	160	80
Fines	199	0	199
Interest Received	0	1,300	-1,300
Major Revenue	40,293	85,211	-44,918
Argyle School District	0	65,320	-65,320
Argyle Town	12,000	12,000	0
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	20,021	6,191	13,830
Grants	1,000	0	1,000
New York State-SALS	7,272	1,200	6,072
Petty Cash	174	0	174
EXPENSES	82,187	86,788	4,601
Uncategorized	31	0	-31
Donations	200	300	100
Equipment	2,785	1,400	-1,385
Major Library	6,898	7,480	582
Books	5,816	4,980	-836
Digital Data	1,070	2,400	1,330
Subscriptions-Magazines	12	100	88
Membership Fees	118	464	347
Payroll Services	173	225	52
Program Events	1,198	1,100	-98
Special Programs	330	600	270
Summer Prog	868	500	-368
Service Charges (SALS)	1,479	2,400	921
Bus. Insurance	2,640	3,000	360
Business Tax	12,226	12,380	154
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	265	240	-25
Postage and Delivery	637	1,194	557
Printing and Reproduction	171	250	79
Repairs & Maint	19,419	6,763	-12,656
Supplies, Bus-Supplies	534	630	96
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	28,304	43,062	14,758
Net Difference:	-39,657	3	-39,660

Director's Report: September 2022

1. News & Updates:
 - a. Collection Policy
 - i. Does anyone have any changes?
 - b. Policy Review
 - i. Should we do a read through of our older policies? Do they need a refresh?
2. Building and maintenance
 - a. Front Ramp
 - i. Needs either paint or a rug before winter.
 - b. New air filters
 - i. Set up and look great!
 - c. Can someone take cardboard?
3. Programming
 - a. Thistle Day
 - i. We will be closed during the day
 - ii. Meeting the tent volunteers at 12:00 at the field to set up the tent and tables
 - iii. Back at the field at 2:45 to get ready to start the event at 3:00
 - iv. Finishing at 6:00. Take down tent etc...
4. Tech
 - a. The new front desk computer is great. Fast and came with a larger monitor.
 - b. We got our other computer back with public software on it.
 - c. We are looking very fancy with all this new stuff!
5. Outreach/Education
 - a. School
 - i. Possible visits to the school for story time
 - ii. Possible class visits for K and 1st grades
 - iii. Possible career day event collaboration

Data Analysis for August 2022

	Jan	Feb	Mar	April	May	June	July	Aug
Item Circulation Statistics								
Audiobooks	11	16	20	19	12	12	12	21
Adult Book	316	265	296	255	254	247	305	310
Adult New Books	48	25	43	33	36	34	52	45
Childrens Book	242	152	220	265	245	238	254	244
Childrens New Books	15	10	17	14	13	23	18	14
Childrens Video	14	16	13	11	8	7	9	18
Childrens New Video	6	3	5	3	4	5	5	3
Magazine	17	9	23	7	7	10	21	9
Music	11	9	1	4	5	3	7	6
Video	43	52	64	42	34	54	31	39
New Video	26	16	36	21	12	21	19	23
Realia	0	1	-	-	1	-	-	-
Total:	749	574	738	674	631	654	733	732
Interlibrary Loan								
Received	146	213	198	259	189	190	216	error
Percentage (estimate)	19%	27%	33%	38%	29%	29%	29%	error
GALE Usage (sessions)	286	468	548	468	374	281	299	299
Overdrive Usage (check outs)	159	148	149	206	190	207	164	183

	Jan	Feb	Mar	April	May	June	July	Aug
Patron Count								
Kids	46	33	82	102	90	101	128	125
Adults	245	219	269	240	247	232	353	316
Total:	291	252	351	342	337	333	481	441
Program Totals								
Family Programs - In Person	4	4	4	8	7	7	7	1
In Person Attendance	32	27	33	37	121	79	154	91
Family Programs - Virtual								
Virtual Attendance								
Adult Programs - In Person		3	7	6	3	3	1	3
In Person Attendance		11	34	36	9	12	3	15
Adult Programs - Virtual	2							
Virtual Attendance	3							
Children's Programs - In Person	1			6	4	5	1	4
In Person Attendance	10			32	12	29	23	113
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	219
Total Virtual Attendance	3	26	22	0	0	0	0	0
Computer Use								
computer help	14	18	29	26	10	12	22	13
	6	7	12	6	2	6	3	5
WIFI usage								
Library (Users)	115	92	111	105	101	100	96	112
Cossayuna (Users)	15	64	31	69	71	80	97	85
Total:	130	156	142	174	172	180	193	197