

Minutes of the Argyle Free Library Board of Trustees

October 10, 2022

The meeting was called to order at 6:30 PM by Martha Johnson, President. This was an in-person 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 and John Felicetti, interested citizen, also attended.

Minutes of Last Meeting

Minutes of our September meeting were reviewed. Jill motioned to approve them with no changes, Joanne seconded, and the vote was unanimous.

Board Calendar

The board calendar was reviewed. Items on the calendar include starting preparation of the 2023 budget, getting someone for snow removal, the LD's tech report, and the LD's staff reviews. Jill will contact Jordan about the snow removal. Faith will do the tech report next month. Faith said Teagan's review is due in November, and Jess's in the spring.

Treasurer's Report

See Attachment 2 for the detailed treasurer reports. The Board approved payment of the list of bills Jill submitted. We discussed the draft budget that Jill and Faith had prepared. The draft budget is included in Attachment 2. Some notes on the budget discussion include:

- Equipment – includes \$1,000 for one new computer, with the rest for miscellaneous items
- Need to increase the heating oil costs, due to the anticipated increase in the price
- Add a line for trustee training to allow for the costs associated with the state mandated training requirements; employee training costs are in the employee benefits line item. Put in \$200 for now for trustee training, as we're still waiting to hear from SALS about what training they will provide and what those costs might be
- Add \$10,000 for our share of the NYS Construction Grant that we recently received

Jill will contact the state about the anticipated 2% increase in our 2023 budget.

Library Director Report:

See Attachment 3 for the complete Library Director's report. Jess will be out for a few weeks in October. Teagan and Mary Lou will cover her hours. Faith will send Jess flowers using money from petty cash. The installation of the outdoor ramp carpeting made the need for repainting the ramp rails more obvious. This is probably a springtime task. Faith is planning to have an all-ages craft day on Saturdays, once a month. She is ordering materials for a robotics club for grades K-12, and is planning a writing club for ages from teens to adult. The robotics and writing club meetings will take place on alternate Tuesdays. The materials for the robotics

program will be provided by the grant received from the Rural Technology Fund. Faith was notified that we were awarded one of the NYS Construction Grants. This includes replacing the ceiling in the older part of the library (insulation and sheetrock), and replacing the fluorescent lights with track lighting in the newer addition. The project was estimated to cost about \$39,000, and our part of the project is 25% (about \$10,000). That cost estimate may change, due to the length of time it took for NYS to award the grant.

Committee Reports

- **Friends of the Library:** Carol was not able to attend this meeting, but notified us that the FOL made \$653 from the garage sale.
- **Building Committee:**
 - Sign Lights: Joanne bought the sign lights, and is waiting for Randy to install them.
 - Septic Drainage Field Location: This is still a mystery. The county has no records on this. Joanne talked with Bob Webster, and he doesn't know where it might be. Someone mentioned that it's possible that we have a dry well instead of a drainage field, but that's just a guess. So, the shed (paid for with the grant from Carrie Woerner) will be placed in the back corner. The size of the shed needs to be decided, then it can be ordered and painted if necessary.
- **Investment Committee:** Nothing to report.

Old Business:

- **Annual Budget:** See above
- **Bylaws Review:** We discussed revising Article 2 to remove late fees and keep replacement costs for lost materials. The investment committee needs to be added to the bylaws. We decided to keep the number of board members at nine, and to review the bylaws every five years instead of three. Joanne motioned to approve these changes, Sandy seconded the motion, and it passed unanimously.
- **Review FOL MOU:** We're not sure we have the latest version of the Memorandum of Understanding, so will postpone this task until Carol can check on that.
- **Fundraising Letter:** John will draft the fundraising letter again this year (thanks!), with Faith's assistance on the 'story'. We will plan to mail it out in November. Julie will check to see if we have enough envelopes, about 1500-1700.
- **Snow Removal:** Jill had texted Jordan, and heard back from him that he will do it again this year.
- **Required Trustee Training – Add to Budget:** See above.
- **NYS Construction Grant:** See above.

New Business:

- **NYS Dept. of Families & Children:** They will give us \$50 to display a 5' x 2' sign for eight weeks. The sign will be displayed outside the library.

Other Business:

- Executive Session: Jill motioned to go into executive session to discuss Faith's review, Phyllis seconded the motion, and it passed unanimously.

Action Item Review: Postponed to next month.

The next meeting will be November 14 at 6:30PM.

The meeting was adjourned at 8:38 PM.

Respectfully subbylamitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Julie	10/10/22: check to see that we have enough envelopes for the fundraising mailing (1500-1700)	
Carol	10/10/22: send the current version of the FOL MOU to the board. The version Julie has is dated 5/23/2018.	
Building Committee	10/10/22: in the spring 2023, look at repainting the ramp rail to the front door	
Phyllis	9/12/22: take cardboard from library to re-cycle	
Jack & Joanne	8/8/22: check out costs of fixing sign lights	
Faith	7/11/22: have Bob Henke and other local authors in for book discussions/signings	
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	

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	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	10/10/22: decided to keep the number at 9 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
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

Action Items		
Person Responsible	Task	Status / Notes
Board	5/10/21: decide whether to buy a storage shed, and if so, how to pay for it	10/10/22: will determine size, etc. ; place it in the back 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
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

Action Items		
Person Responsible	Task	Status / Notes
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
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
October 10, 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

- Annual budget
- Bylaws review
- Review Friends' of the Library Memorandum of Understanding
- Fundraising letter
- Snow removal
- Required trustee training- add to budget
- NYS construction grant

New Business

- NYS Dept. Of Families and Children

Other Business

- Executive Session

Action Items

Date of Next Meeting- November 14

Adjournment

Treasurer's Report October 2022

Account Balances - As of 10/5/2022 (Includes unrealized gains)

Account	10/5/2022 Balance
Bank Accounts	
Friends' GFN	2,909.95
GF National Bank-Cash Checking	65,616.94
GF National CD's-Multi-Year Redemption	75,573.24
TOTAL Bank Accounts	144,100.13
Cash Accounts	
Petty Cash	211.69
TOTAL Cash Accounts	211.69
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	184,311.82

Budget to Actual

2022 Budget to Actual - Current Year

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

10/5/2022

Category	Actual	2022 Budget	Difference
INCOME	44,398	87,144	-42,746
Copies-Copier & Computer Printing	281	190	91
Dividends	240	240	-0
Fines	241	200	41
Major Revenue	41,003	86,514	-45,511
Argyle School District	0	65,320	-65,320
Argyle Town	12,000	12,000	0
Argyle Village	500	500	0
Donations-Fund Raising & Gifts	20,231	7,494	12,737
Grants	1,000	0	1,000
New York State-SALS	7,272	1,200	6,072
Petty Cash	191	0	191
EXPENSES	88,079	87,144	-936
Uncategorized	70	0	-70
Donations	200	300	100
Equipment	2,836	1,400	-1,436
Major Library	7,319	7,480	161
Books	6,243	4,980	-1,263
Digital Data	1,069	2,400	1,331
Subscriptions-Magazines	-4	100	104
Other Major Library	12	0	-12
Membership Fees	223	464	241
Payroll Services	173	225	52
Program Events	1,596	1,100	-496
Special Programs	658	600	-58
Summer Prog	938	500	-438
Service Charges (SALS)	1,840	2,400	560
Bus. Insurance	2,640	3,000	360
Business Tax	12,226	12,380	154
Employee Benefit, Business-Employee ...	121	656	535
Other Employee Benefit, Business-E...	121	656	535
Insurance, Bus-Insurance (non health)	-50	0	50
Legal-Prof Fees	0	200	200
Licenses and Permits-License and Per...	0	320	320
Office	274	240	-34
Postage and Delivery	637	1,194	557
Printing and Reproduction	172	250	78
Repairs & Maint	19,743	6,763	-12,980
Supplies, Bus-Supplies	416	630	214
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	31,548	43,062	11,514
Net Difference:	-43,681	0	-43,682

Draft 2023 Budget

NOTE: The draft 2023 budget numbers are in the column labelled "2022 Budget"

Category	Actual	2022 Budget	Difference
INCOME	41,765.02	85,954.00	-44,188.98
Copies-Copier & Computer Printing	281.30	204.00	77.30
Dividends	239.70	230.00	9.70
Fines	240.89	240.00	0.89
Interest Received	0.00	60.00	-60.00
Major Revenue	41,003.13	85,220.00	-44,216.87
Argyle School District	0.00	65,320.00	-65,320.00
Argyle Town	12,000.00	12,000.00	0.00
Argyle Village	500.00	500.00	0.00
Donations-Fund Raising & Gifts	20,231.13	6,000.00	14,231.13
Grants	1,000.00	0.00	1,000.00
New York State-SALS	7,272.00	1,400.00	5,872.00
Other Inc, Bus	0.00	0.00	0.00
EXPENSES	71,731.19	85,954.64	14,223.45
Donations	200.00	300.00	100.00
Equipment	2,836.46	2,000.00	-836.46
Major Library	7,318.57	7,479.60	161.03
Books	6,235.56	4,980.00	-1,255.56
Digital Data	1,083.01	2,400.00	1,316.99
Subscriptions-Magazines	0.00	99.60	99.60
Membership Fees	223.05	300.00	76.95
Payroll Services	173.25	225.00	51.75
Program Events	1,573.31	2,200.00	626.69
Special Programs	635.74	1,500.00	864.26
Summer Prog	937.57	700.00	-237.57
Service Charges (SALS)	1,840.36	2,300.04	459.68
Bus. Insurance	2,640.15	3,000.00	359.85
Employee Benefit, Business-Employee ...	120.96	656.00	535.04
Other Employee Benefit, Business-E...	120.96	656.00	535.04
Legal-Prof Fees	0.00	200.00	200.00
Licenses and Permits-License and Per...	0.00	320.00	320.00
Office	274.33	240.00	-34.33
Postage and Delivery	637.40	1,340.00	702.60
Printing and Reproduction	172.45	250.00	77.55
Repairs & Maint	19,742.99	7,426.00	-12,316.99
Supplies, Bus-Supplies	416.12	630.00	213.88
Travel, Bus-Business Travel Expense	0.00	500.00	500.00
Utilities, Bus	3,650.39	4,580.00	929.61
Electrical Service	1,500.00	1,800.00	300.00
Heating Oil	1,470.39	2,100.00	629.61
Telephone	680.00	680.00	0.00
Wages	29,911.40	52,008.00	22,096.60
Net Difference:	-29,966.17	-0.64	-29,965.53

Director's Report: October 2022

1. News & Updates:
 - a. Jess will be out for a few weeks in October.
2. Building and maintenance
 - a. Painting the ramp
 - i. Looks worse since the fancy rug was installed.
3. Programming
 - a. Thistle Day
 - i. GREAT event and excellent community engagement
 1. For next year it would be great if we had an information booth to talk about summer reading, programing, outreach, Etc..
 - b. Fall Programing
 - i. Story Time
 1. 1st one back was great!
 - ii. Homeschool Meet Up
 1. Back Oct 19th
 - iii. All ages Craft Days
 1. Seasonal crafts for all ages. Adjusted to make more of a family event.
 - iv. Lego Club
 1. 1st one back was good!
 - v. Great Books book club
 - vi. Coming Soon:
 1. Robotics Club
 2. Writing Club
 3. Possibly Girls Who Code (pending funding)
4. Grants
 - a. NYS Construction grant
 - i. We will need to be closed for this one, but can probably do curbside like we did during the desk construction.
 - ii. I thought we should try for February or March, as those are slower months.
 - b. Rural Technology Fund Grant
 - i. We should receive a check soon
 - ii. Plan to start the program in Dec/Jan when robots are received.
 - iii. Registration is starting now for the club
5. Outreach/Education
 - a. LARAC held a grant workshop here last Wed
 - i. Good public outreach and good for our grant prospects. ;)
 - b. School
 - i. Printed and handed out our Fall programing flyer.
 - ii. Career day event collaboration
 1. I spoke with Karen Beck, the HS guidance counselor at the school.
 2. This would be a big undertaking for the school and for us (if we do it right) and they aren't sure if they have time to devote to it BUT are going to try.
 3. We will stay in touch and see how things look half way through the school year.

Data Analysis for September 2022

	Jan	Feb	Mar	April	May	June	July	Aug	Sept
Patron Count									
Kids	46	33	82	102	90	101	128	125	125
Adults	245	219	269	240	247	232	353	316	169
Total:	291	252	351	342	337	333	481	441	294
Program Totals									
Family Programs - In Person	4	4	4	8	7	7	7	1	2
In Person Attendance	32	27	33	37	121	79	154	91	164
Family Programs - Virtual									
Virtual Attendance									
Adult Programs - In Person		3	7	6	3	3	1	3	3
In Person Attendance		11	34	36	9	12	3	15	12
Adult Programs - Virtual	2								
Virtual Attendance	3								
Children's Programs - In Person	1			6	4	5	1	4	1
In Person Attendance	10			32	12	29	23	113	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	120	180	219	188
Total Virtual Attendance	3	26	22	0	0	0	0	0	0
Computer Use									
computer help	6	7	12	6	2	6	3	5	1
WIFI usage									
Library (Users)	115	92	111	105	101	100	96	112	101
Cossayuna (Users)	15	64	31	69	71	80	97	85	95
Total:	130	156	142	174	172	180	193	197	196

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	
Item Circulation Statistics										
Audiobooks	11	16	20	19	12	12	12	21	15	
Adult Book	316	265	296	255	254	247	305	310	318	
Adult New Books	48	25	43	33	36	34	52	45	53	
Childrens Book	242	152	220	265	245	238	254	244	237	
Childrens New Books	15	10	17	14	13	23	18	14	27	
Childrens Video	14	16	13	11	8	7	9	18	8	
Childrens New Video	6	3	5	3	4	5	5	3	3	
Magazine	17	9	23	7	7	10	21	9	9	
Music	11	9	1	4	5	3	7	6	8	
Video	43	52	64	42	34	54	31	39	28	
New Video	26	16	36	21	12	21	19	23	21	
Realia	0	1	-	-	1	-	-	-	1	
Total:	749	574	738	674	631	654	733	732	728	
Interlibrary Loan										
Received	146	213	198	259	189	190	216	166	324	
Percentage (estimate)	19%	27%	33%	38%	29%	29%	29%	23%	44%	
GALE Usage (sessions)										
	286	468	548	468	374	281	299	299	450	
Overdrive Usage (check outs)										
	159	148	149	206	190	207	164	183	177	