

Minutes of the Argyle Free Library Board of Trustees

November 14, 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, and Sandy Smith.

Faith St. John, Library Director and John Felicetti, interested citizen, also attended. John attended via zoom.

Minutes of Last Meeting

Minutes of our October meeting were reviewed. Sandy motioned to approve them with minor changes, Jack 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 submitted the tax levy letter for our proposed budget to the state. She is still tweaking the budget numbers. Karen will help her with Quicken to get the money into the proper categories. A CD for about \$25,000 is maturing this month. Jill will move this to the checking account to be used for investments. The 'Budget to Actual' has an error which she will correct by removing the 'Insurance, Bus-Ins (non-Health)' line.

Library Director Report:

See Attachment 3 for the complete Library Director's report. Jess is back to work. She and Faith went to the NYLA conference, and found it very helpful. Faith would like to have a 'paint & sip' event, but our Building Use Policy forbids alcoholic beverages. Faith will check with SALS on their position on this, and Jill will check with our insurance company about any potential liability issues. Faith got an update on the NYS Construction Grant we received. The updated estimate of our cost is now \$14,000 (vs the original \$10,000). This will impact Jill's budget planning. The Christmas program will be on December 11. The Lego and Great Books clubs are going well. The all-ages craft days aren't as popular. There is a Youth Commission event at the school on December 3 that Faith and Jess will be attending. Faith also prepared the annual Technology Report (see Attachment 3), detailing the replacement plan for the library computers.

Committee Reports

- **Friends of the Library:** The next FOL meeting is March 2023. The Friends are helping Faith with the robotics program at the school's Youth Commission event. Carol went to the NYLA conference. She also mentioned that the MOU between the FOL and the Board needs to be updated and reviewed. Jill motioned to approve \$250 for holiday decorations, Joanne seconded the motion, and it passed unanimously.
- **Building Committee:** Jim painted the railing on the entrance ramp. Joanne is looking at sheds. The shed needs to be able to hold our 8-foot long tables, and must be less than 12' x 12' to avoid zoning issues.
- **Investment Committee:** Julie recommended using Fidelity as our investment firm. Joanne made that motion, Sandy seconded it, and the vote was unanimous. John will get the forms needed to set up the account.

Old Business:

- **Fundraising Mailing:** John and Faith drafted the fundraising letter. Faith will make the final edits and Jill will get it printed. We will meet to stuff envelopes on Sunday, November 27 at 2:00.
- **Year End Staff Bonus:** We will have an executive session to discuss this.
- **Budget Vote – Now or December:** Jill is still tweaking the budget, so we will vote on it in December.
- **Fines:** We agreed during our October meeting that we would stop requiring fines for overdue materials. This change will be in the revised bylaws.
- **Collection Policy:** Faith will make changes as discussed, Julie will check and format, then send it to the Board for final approval.

New Business:

- **Security System:** Faith has been researching and waiting for the lowest price. The system will cost approximately \$445. The monitoring fee will be \$18/month. Joanne motioned to approve these expenses, Karen seconded the motion, and it passed unanimously.
- **ALA Tour of Argyle Free Library:** Sarah (SALS) and Emily (ALA) toured the library on November 9. They were impressed with all the improvements, and suggested that Faith put together a presentation for the next ALA conference on the transformation of the library.
- **Slate of Board Candidates for January Vote:** Martha will not be able to attend the December meeting, so suggested that we identify officer candidates at this meeting. After some discussion, all agreed to have the same slate of candidates as we had this year.

- **Webinar – Effective Meetings Utilizing Parliamentary Procedures:** Martha attended this webinar, and noted that it is still available on the web for anyone who may be interested.

Other Business:

- Jack noted that he will not be able to attend the January meeting in-person, but will be able to zoom into the meeting
- Sandy motioned to go into executive session to discuss year-end bonuses for the staff, Jack seconded the motion, and it passed unanimously.

Action Item Review: See action items below.

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

The meeting was adjourned at 8:20 PM.

Respectfully submitted,

Julie Gann, Secretary

Person Responsible	Action Items Task	Status / Notes
Board	11/14/22: John will get the forms needed to set up the investment account	11/17/22: John received the forms needed. Now need to decide who, in addition to Jill, should be authorized to take actions.
Faith, Jill	11/14/22: Faith would like to have a 'paint & sip' event, but the library's current policies forbid alcoholic beverages. Faith will check with SALS on their position on this, and Jill will check with our insurance company about any potential liability issues.	
Carol	10/10/22: send the current version of the FOL MOU to the board. The version Julie has is dated 5/23/2018.	11/14/22: sent to Faith and Martha, needs review
Jack & Joanne	8/8/22: check out costs of fixing sign lights	12/5/22: completed 11/14/22: estimated costs provided; waiting for Randy to do the work

Action Items		
Person Responsible	Task	Status / Notes
Faith	7/11/22: have Bob Henke and other local authors in for book discussions/signings	
Jill	2/14/22: check with Nancy Amo to see if she is willing to do our financial review again	11/14/22: Jill & Nancy have been playing e-mail tag 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
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
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	11/14/22: is in the school's hands now 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	11/14/22: Joanne will look at size and costs 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	11/14/22: Still working it 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.
Faith	3/12/18: prepare and maintain an inventory of non-book items for insurance and replacement purposes in the event of a disaster.	11/14/22: has taken photos, will upload them to google drive 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
November 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
- Investment Committee

Old Business

- Fundraising mailing
- Year end staff bonus
- Budget vote- now or December
- Fines
- Collection policy

New Business

- Security system
- ALA tour of Argyle Free Library
- Slate of candidates for Board offices for January vote
- Webinar- Effective Meetings Utilizing Parliamentary Procedure

Other Business

Action Items

Date of Next Meeting- December 12

Adjournment

Treasurer's Report November 2022

Account Balances - As of 11/13/2022 (Includes unrealized gains)

Account	11/13/2022 Balance
Bank Accounts	
Friends' GFN	3,624.40
GF National Bank-Cash Checking	126,771.86
GF National CD's-Multi-Year Rede...	75,573.24
TOTAL Bank Accounts	205,969.50
Cash Accounts	
Petty Cash	271.04
TOTAL Cash Accounts	271.04
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	246,240.54

Budget to Actual**2022 Budget to Actual - Current Year**

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

11/13/2022

Category	Actual	2022 Budget	Difference
INCOME	115,714	87,144	28,570
Copies-Copier & Computer Printing	342	190	152
Dividends	240	240	-0
Fines	289	200	89
Major Revenue	112,188	86,514	25,674
Argyle School District	65,320	65,320	0
Argyle Town	12,000	12,000	0
Argyle Village	500	500	0
Donations-Fund Raising & Gifts	21,096	7,494	13,602
Grants	6,000	0	6,000
New York State-SALS	7,272	1,200	6,072
Petty Cash	213	0	213
EXPENSES	96,150	87,144	-9,007
Uncategorized	126	0	-126
Donations	200	300	100
Equipment	3,068	1,400	-1,668
Major Library	8,061	7,480	-582
Books	6,642	4,980	-1,662
Digital Data	1,412	2,400	988
Subscriptions-Magazines	-4	100	104
Other Major Library	12	0	-12
Membership Fees	223	464	241
Payroll Services	173	225	52
Program Events	1,682	1,100	-582
Special Programs	731	600	-131
Summer Prog	952	500	-452
Service Charges (SALS)	2,021	2,400	379
Bus. Insurance	2,640	3,000	360
Business Tax	14,818	12,380	-2,438
Employee Benefit, Business-Employee ...	391	656	265
Other Employee Benefit, Business-E...	391	656	265
Insurance, Bus-Insurance (non health)	-50	0	50
Legal-Prof Fees	0	200	200
Licenses and Permits-License and Per...	0	320	320
Office	346	240	-106
Postage and Delivery	637	1,194	557
Printing and Reproduction	172	250	78
Repairs & Maint	20,078	6,763	-13,315
Supplies, Bus-Supplies	547	630	83
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	34,923	43,062	8,139
Net Difference:	19,563	0	19,563

Director's Report: November 2022

1. News & Updates:
 - a. Jess is doing great. She was back to work on Thursday.
 - b. NYLA was great! I learned some things and the experience was motivational.
 - c. Presidential Visit
 - i. Sarah D of SALS and Emily R of the ALA visited on Wednesday the 9th.
 - ii. It was a great visit. They were very impressed and we had some great conversations about what we have done and how our experiences could help other libraries.
 - iii. Sarah suggested that I should put together a presentation for the next ALA conference about our transformation of the library over the past few years.
 - d. Drinking in the library
 - i. What are the pros and cons on this? I would love to do a paint and sip fundraiser.
2. Building and maintenance
 - a. Toilet handle broke. Jim fixed it.
 - b. Construction project
 - i. \$39,375 was the quote from Anthony Poulos
 - ii. \$26,250 will come from NYS (more than expected, we had previously
 - iii. It's more than the 25% we expected to match, but less than 50% that it could have been.
3. Programming
 - a. Holiday Program
 - i. We gave Santa back to the Firehouse
 1. They had hosted Santa for many years before we began the holiday event.
 2. They were struggling to find a way to contribute, so I offered and they were very happy to take it back.
 3. Our space struggled to accommodate the number of people, and I think we can better serve the event by doing something more library-ish.
 - b. Winter Programming
 - i. Story Time will continue – good crowds this year!
 - ii. Homeschool Meet Up will continue – getting there.
 - ii. All ages Craft Days
 1. This event isn't getting a lot of love. We will give it a few more weeks before we try another approach.
 - iii. Lego Club will continue – very popular
 - iv. Great Books book club is going strong
 - v. Coming Soon:
 1. Robotics Club
 - a. We started sign up and plan to get more kids signed up at the YC event
 2. Writing Club
 - a. Enthusiastic response so far
 3. Girls Who Code
 - a. Spoke with someone at the conference about this and am excited to give it a try
4. Outreach/Education
 - a. School
 - i. YC event on Dec 3
 1. We will be bringing our robots for kids to play with and to prompt signups for the club.
 2. I would like to have Marylou sub for the hour so both Jess and I can attend this.

Data Analysis for November 2022

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct
Patron Count										
Kids	46	33	82	102	90	101	128	125	125	109
Adults	245	219	269	240	247	232	353	316	169	294
Total:	291	252	351	342	337	333	481	441	294	403
Program Totals										
Family Programs - In Person	4	4	4	8	7	7	7	5	6	5
In Person Attendance	32	27	33	37	121	79	154	91	164	85
Family Programs - Virtual										
Virtual Attendance										
Adult Programs - In Person	3	3	7	6	3	3	1	3	3	3
In Person Attendance	11	11	34	36	9	12	3	15	12	9
Adult Programs - Virtual	2									
Virtual Attendance	3									
Children's Programs - In Person	1			6	4	5	1	4	1	8
In Person Attendance	10			32	12	29	23	113	12	67
Children's Programs - T & M	2	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	161
Total Virtual Attendance	3	26	22	0	0	0	0	0	0	0
Computer Use										
computer help	14	18	29	26	10	12	22	13	17	15
WiFi usage										
Library (Users)	115	92	111	105	101	100	96	112	101	116
Cossayuna (Users)	15	64	31	69	71	80	97	85	95	71
Total:	130	156	142	174	172	180	193	197	196	187

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct
Item Circulation Statistics										
Audiobooks	11	16	20	19	12	12	12	21	15	7
Adult Book	316	265	296	255	254	247	305	310	318	308
Adult New Books	48	25	43	33	36	34	52	45	53	32
Childrens Book	242	152	220	265	245	238	254	244	237	244
Childrens New Books	15	10	17	14	13	23	18	14	27	31
Childrens Video	14	16	13	11	8	7	9	18	8	12
Childrens New Video	6	3	5	3	4	5	5	3	3	2
Magazine	17	9	23	7	7	10	21	9	9	13
Music	11	9	1	4	5	3	7	6	8	3
Video	43	52	64	42	34	54	31	39	28	38
New Video	26	16	36	21	12	21	19	23	21	19
Realia	0	1	-	-	1	-	-	-	1	-
Total:	749	574	738	674	631	654	733	732	728	709
Interlibrary Loan										
Received	146	213	198	259	189	190	216	166	324	303
Percentage (estimate)	19%	27%	33%	38%	29%	29%	29%	23%	44%	42%
GALE Usage (sessions)	286	468	548	468	374	281	299	299	450	762
Overdrive Usage (check outs)	159	148	149	206	190	207	164	183	177	184

11/14/22

AFL Technology Report 2022

JA # / Item	Location	Model	Date Purchased	Contract Expiration	Should we replace?
ARG 102	Front Desk	MINI PC	Sep-22	Date Not Set	No
ARG 201	Catalog Desk	800G3	Aug-18	2022	No
ARG 205	Public 1	800G4	May-19	2023	No
ARG 204	Public 2	800G2	Apr-14	Expired	Yes
ARG Public Loaner	Public 3	800 G2	Jul-16	Expired	No
ARG LAP 100	Director Laptop	-	- Jan-2022	Date Not Set	No
Ipad	Children's Desk	6th Generation, 128GB	Apr-21	none	No
Bar Code Scanner	Front Desk	Datalogic	-	-	No
Wireless Router	tech cabinet	-	-	-	replacing when SALS provides
back Up Public	under desk	800G3	-	Expired	No