

Minutes of the Argyle Free Library Board of Trustees

December 19, 2022

The meeting was called to order at 6:30 PM by Joanne McDowell, Vice-President. This was an in-person meeting.

Members present: 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. John and Carol attended via zoom.

Minutes of Last Meeting

Minutes of our November meeting were reviewed. Jill motioned to approve them with minor changes, Karen seconded, and the vote was unanimous.

Board Calendar

The board calendar was reviewed. Julie will post the notice of January's annual meeting.

Treasurer's Report

See Attachment 2 for the detailed treasurer reports. Jill reported that she has started to receive donations from our fundraising letter. The Certificate of Deposit for approximately \$25,000 was cashed and deposited in the checking account in preparation for our initial Fidelity investment.

Library Director Report:

See Attachment 3 for the complete Library Director's report. The security system is installed, and Faith is still tweaking the settings. While the settings are being fine-tuned, Faith will be the only one to receive any alarms. The security system includes a panic button, alarms for smoke, water and temperature, and one camera. The holiday program went very well, with about 200 children attending. There was a discussion about having a "Christmas" program vs a more generic "Holiday" program. Phyllis suggested that we think about including "cultural education" in our next Five Year Plan. We also discussed using the display spaces to highlight other cultures' and religions' events. Faith is reaching out to other community organizations for ways to extend our outreach to the community.

Committee Reports

- **Friends of the Library:** The Friends helped with the holiday event at the library last week. The next FOL meeting is March 2023.
- **Building Committee:** The sign lights are installed. Joanne checked on prices for sheds, and found that the cost of a 12' x 12' shed is about \$5,000 - \$5,500. This would

not include a window. There was some discussion about whether a ramp was needed. If it's determined that we do need a ramp, we can get an estimate later. We did agree that the shed does need double doors for easier access to move items in and out.

- **Investment Committee:** John filled out most of the application for a Fidelity investment account for the library. We need to have two people authorized to manage the account. Jill, as treasurer, will be one of the two. John volunteered to be the second authorized individual. The possibility of a potential conflict of interest with John as an authorized individual on the account was raised. After some discussion, the board decided that since Julie, as secretary, is the second person authorized on the bank accounts, she should also be the second person on the Fidelity account. We will finalize the application and send in the initial \$25,000 from the CD that was cashed out for this purpose. We will use the date of this meeting on the application as the date the board agreed to the Fidelity account conditions. The money will go into a money market fund until specific investment(s) are recommended by the Investment Committee and approved by the Board.

Old Business:

- **Budget Vote:** The proposed budget is included in Attachment 3. Some minor changes about the carryover money from 2022 to 2023, and the money to be allocated to the digital data were discussed and agreed to. Jack motioned to approve the budget with the proposed changes, Sandy seconded the motion, and it was unanimously approved.
- **Collection Policy:** Jill motioned to approve the Collection Policy with the changes noted from last month's meeting, Karen seconded the motion, and it passed unanimously.
- **Conflict of Interest Policy:** We agreed to postpone this until our January meeting.
- **Report on Cyber Liability Insurance Webinar:** We agreed to postpone this until our January meeting.
- **Fundraising Letter Timing:** Jill recommended we move the preparation and mailing of our annual fundraising letter up a month to avoid the December mailing crush. Julie will make that change to the Board Calendar.

New Business:

- **Nominate Candidates for Board Officers:** We did that last month, as Martha knew she would not be able to attend this month's meeting.
- **NARCAN Emergency Box:** Public Health wants to put a NARCAN emergency box at the library. The staff will not administer any NARCAN doses, but will give it to someone who can take it to the person who needs it. There is no cost to us, and Faith will have to keep track of the expiration date. Jack motioned to approve this, Sandy seconded the motion, and it passed unanimously.

- **Approve 2023 Meeting Dates:** Meetings will continue to be scheduled for the second Monday of each month. Jill motioned to approve this schedule, Karen seconded the motion, and it passed unanimously.

Other Business: None

Action Item Review: Postponed until next month

The next meeting will be January 9 at 6:30PM.

The meeting was adjourned at 8:40 PM.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Julie, Jill	12/19/22: finalize Fidelity account application and send in the initial investment money	12/20/22: on hold for now, based on emails with John, et al regarding the second signatory
Board, Library Director	12/19/22: consider including "cultural education" in next 5 Year Plan, to address concerns about 'Christmas' vs 'Holiday', and other cultures' celebrations	
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

Person Responsible	Action Items 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
December 19, 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

- Budget vote
- Collection Policy
- Conflict of Interest Policy
- Report on Cyber Liability Insurance webinar
- Fundraising letter timing

New Business

- Nominate candidates for board officers
- Narcan emergency box
- Approve 2023 meeting dates- 2nd Monday of the month (Jan.9, Feb. 13, March 13, April 10, May 8, June 12, July 10, Aug. 14, Sept. 11, Oct. 9, Nov. 13, Dec. 11)

Other Business

Action Items

Date of Next Meeting- January 9 2023, Annual Meeting

Adjournment

Treasurer's Report December 2022

Account Balances - As of 12/19/2022 (Includes unrealized gains)

Account	12/19/2022 Balance
Bank Accounts	
Friends' GFN	3,374.40
GF National Bank-Cash Checking	142,801.49
GF National CD's-Multi-Year Redemption	50,514.81
TOTAL Bank Accounts	196,690.70
Cash Accounts	
Petty Cash	230.88
TOTAL Cash Accounts	230.88
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	236,921.58

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

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

12/19/2022

Category	Actual	2022 Budget	Difference
INCOME	141,406	87,144	54,262
Copies-Copier & Computer Printing	342	190	152
Dividends	240	240	-0
Fines	289	200	89
Interest Received	69	0	69
Major Revenue	112,434	86,514	25,920
Argyle School District	65,320	65,320	0
Argyle Town	12,000	12,000	0
Argyle Village	500	500	0
Donations-Fund Raising & Gifts	21,342	7,494	13,848
Grants	6,000	0	6,000
New York State-SALS	7,272	1,200	6,072
Petty Cash	213	0	213
EXPENSES	131,162	87,144	-44,019
Uncategorized	56	0	-56
Donations	300	300	0
Equipment	3,555	1,400	-2,155
Major Library	8,925	7,480	-1,445
Books	7,395	4,980	-2,415
Digital Data	1,522	2,400	878
Subscriptions-Magazines	-4	100	104
Other Major Library	12	0	-12
Membership Fees	248	464	216
Payroll Services	173	225	52
Program Events	1,966	1,100	-866
Special Programs	1,014	600	-414
Summer Prog	952	500	-452
Service Charges (SALS)	2,202	2,400	198
Bus. Insurance	2,640	3,000	360
Business Tax	16,883	12,380	-4,503
Employee Benefit, Business-Employee ...	405	656	251
Education	391	656	265
Other Employee Benefit, Business-E...	14	0	-14
Insurance, Bus-Insurance (non health)	-50	0	50
Legal-Prof Fees	0	200	200
Licenses and Permits-License and Per...	0	320	320
Office	361	240	-121
Postage and Delivery	637	1,194	557
Printing and Reproduction	172	250	78
Repairs & Maint	20,107	6,763	-13,344
Supplies, Bus-Supplies	596	630	34
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	4,173	4,580	407
Electrical Service	1,581	1,800	219
Heating Oil	1,912	2,100	188
Telephone	680	680	0
Wages	39,993	43,062	3,069
Net Difference:	10,244	0	10,244

Proposed 2023 Budget

12/11/2022

Category	YTD 2022	Proposed 2023	Difference
INCOME	112,838.68	105,404.40	7,434.28
Carry Over	0.00	4,000.00	-4,000.00
Replacement Fees	0.00	240.00	-240.00
Copies-Copier & Computer Printing	342.45	288.00	54.45
Dividends	239.70	230.00	9.70
Interest Received	68.95	60.00	8.95
Major Revenue	112,187.58	86,586.40	25,601.18
Argyle School District	65,320.00	66,628.40	-1,308.40
Argyle Town	12,000.00	12,000.00	0.00
Argyle Village	500.00	500.00	0.00
Donations-Fund Raising & Gifts	21,095.58	6,060.00	15,035.58
Grants	6,000.00	0.00	6,000.00
New York State-SALS	7,272.00	1,400.00	5,872.00
Other Inc. Bus	0.00	0.00	0.00
Transfer from Investments	0.00	14,000.00	-14,000.00
EXPENSES	83,197.94	105,404.64	22,206.70
Capital Expense	0.00	14,000.00	14,000.00
Donations	300.00	300.00	0.00
Equipment	3,068.37	2,000.00	-1,068.37
Major Library	8,216.64	6,579.60	-1,637.04
Books	6,686.81	4,980.00	-1,706.81
Digital Data	1,522.43	1,500.00	-22.43
Subscriptions-Magazines	-4.10	99.60	103.70
Membership Fees	248.05	300.00	51.95
Payroll Services	173.25	225.00	51.75
Program Events	1,850.32	1,260.00	-590.32
Special Programs	898.79	960.00	61.21
Summer Prog	951.53	300.00	-651.53
Service Charges (SALS)	2,202.14	2,300.04	97.90
Trustee Training	0.00	200.00	200.00
Bus. Insurance	2,640.15	3,000.00	359.85
Employee Benefit, Business-Employee ...	390.96	656.00	265.04
Education	390.96	656.00	265.04
Legal-Prof Fees	0.00	200.00	200.00
Licenses and Permits-License and Per...	0.00	320.00	320.00
Office	346.19	240.00	-106.19
Postage and Delivery	637.40	1,340.00	702.60
Printing and Reproduction	172.45	250.00	77.55
Repairs & Maint	20,094.00	8,120.00	-11,974.00
Supplies, Bus-Supplies	546.96	630.00	83.04
Travel, Bus-Business Travel Expense	0.00	500.00	500.00
Utilities, Bus	4,172.77	5,480.00	1,307.23
Electrical Service	1,581.19	1,800.00	218.81
Heating Oil	1,911.58	3,000.00	1,088.42
Telephone	680.00	680.00	0.00
Wages	38,138.29	57,504.00	19,365.71
Net Difference:	29,640.74	-0.24	29,640.98

Director's Report: December 2022

1. News & Updates:
 - a. The holiday event eats up every spare minute of November, so there isn't anything new to report.
2. Building and maintenance
 - a. Lights
 - i. We have sign lights
 - b. Security System is installed and being perfected.
 - i. I have the system set up so that we I text messaging and alerts.
 - i. We have an open/close detector on the back door. right now, we get a nice gentle chime to let us know if people walk in or out. The same will be installed on the other two doors. If we want to, we can have a real alarm set on those doors.
 - ii. We have a panic button and a siren. it is LOUD!! It sends me a text and an email when it is triggered. It does not call the sheriff or fire dept at this time.
 - iii. We have a smoke detector, water sensor and temperature sensor that will send an alert if it is triggered.
 - iv. We have one camera set up inside so far.
3. Programming
 - a. Holiday Program
 - i. Holy moly... this program is exhausting.
 1. 201 people walked through the door. We made over 100 bags or Reindeer food.
 2. Our volunteers are amazing!
4. Outreach/Education
 - a. School
 - i. YC event on Dec 3
 1. Went great! Made lots of new connections and got our name out in the community.
 - ii. Battle of the books group met here this month.
 - b. AIA
 - i. New LTC grant available that focuses on collaborations with community organizations.
 1. I will be working with the AIA to figure out what will best help the community.
 - c. ASA (Agricultural Stewardship Association) asked for a meeting with the library about how they can connect with the community with fresh food and agricultural programing. I will be meeting with them via Zoom.

Data Analysis for December 2022

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov
Item Circulation Statistics											
Audiobooks	11	16	20	19	12	12	12	21	15	7	8
Adult Book	316	265	296	255	254	247	305	310	318	308	265
Adult New Books	48	25	43	33	36	34	52	45	53	32	44
Childrens Book	242	152	220	265	245	238	254	244	237	244	256
Childrens New Books	15	10	17	14	13	23	18	14	27	31	24
Childrens Video	14	16	13	11	8	7	9	18	8	12	11
Childrens New Video	6	3	5	3	4	5	5	3	3	2	7
Magazine	17	9	23	7	7	10	21	9	9	13	5
Music	11	9	1	4	5	3	7	6	8	3	6
Video	43	52	64	42	34	54	31	39	28	38	28
New Video	26	16	36	21	12	21	19	23	21	19	16
Realia	0	1	-	-	1	-	-	-	1	-	-
Total:	749	574	738	674	631	654	733	732	728	709	670
Interlibrary Loan											
Received	146	213	198	259	189	190	216	166	324	303	error
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	864
Overdrive Usage (check outs)	159	148	149	206	190	207	164	183	177	184	156