

Minutes of the Argyle Free Library Board of Trustees

January 9, 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. Martha Johnson attended via zoom.

Faith St. John, Library Director, and Carol Kuhr, Chair of the Friends of the Library, also attended.

Minutes of Last Meeting

Minutes of our December meeting were reviewed. Sandy motioned to approve them with minor changes, Phyllis seconded, and the vote was unanimous.

Board Calendar

The board calendar was reviewed. All members present signed the Conflict of Interest form. Martha will sign the form and leave it in the board's drawer for Julie to collect and file. Julie will delete the February task of buying new computers.

Treasurer's Report

See Attachment 2 for the detailed treasurer reports. Jill reported that there is an approximately \$8,000 carryover from our 2022 funds. It appears that donations are up from last year – details to follow.

Library Director Report:

See Attachment 3 for the complete Library Director's report. Faith will be on vacation from January 20 – 28. The ceiling project will start in early February, and will require that the library will be closed for normal service for three to four weeks. There will be pickup service available. We will not be able to have our February meeting at the library, so Joanne will find a location for us to meet. Faith is looking at grants for future projects, including replacing the stained carpeting and building an outdoor space. Julie noted that she is opposed to building any outdoor space until we have confirmation that any building will not cover our unknown leach field, dry well, or whatever our septic drainage system may be. Whatever may eventually be built will need to provide access to allow the septic tank to be pumped out. We also discussed how to provide information to the library clientele about diversity – other cultures' holidays and celebrations. Faith has a list of these events. She will have a calendar of these for the board members, and will do displays for as much as possible.

Committee Reports

- **Friends of the Library:** Carol, Martha and Faith will get together to review the MOU between the Friends and the Board.
- **Building Committee:** Joanne has been doing additional work on finding the appropriate shed. The current top choice has double doors, no windows and no ramp. Jim will build a ramp if it turns out to be needed.
- **Investment Committee:** No action was taken, pending resolution of John's request to be the second authorized person on the account. John did inform us that if he is not the second signatory, he will resign from the Investment Committee. Joanne talked with a lawyer who said we should keep signatory authority within the board members. All agreed that John is more valuable as an advisor than as a signatory who merely executes board decisions. Last month's decision that Julie be the second authorized person on the Fidelity account stands. Sandy made a motion to have only board members as signatory authorities, Jack seconded the motion, and it passed unanimously. The bylaws will be modified to reflect this motion.

Annual Meeting:

- **Renew Expiring Trustee Terms – Jill, Phyllis:** Julie motioned to re-elect Jill and Phyllis to another three-year term, Sandy seconded the motion, and it passed unanimously.
- **Elect Board Officers for 2023:** Phyllis motioned to elect the same slate of officers as in 2022, Sandy seconded the motion, and it passed unanimously.
- **Sign Conflict of Interest Forms:** see above Calendar section

Old Business:

- **Report on Cyber Liability Insurance Webinar:** Joanne and Julie attended this webinar. They both agreed that, according to the webinar, this insurance is intended for businesses who could lose significant money and confidential customer information in the event of a cyber attack. Because our library uses the SALS server to store patron information, and we don't have significant financial information on library computers, at this time it does not appear appropriate for us to pay for this insurance.
- **Ceiling Construction Planning:** see above Library Director's report.
- **Second Signatory for Investment Account:** see above Investment Committee report.
- **Conflict of Interest Policy:** Two changes were requested for this revised draft policy:
 1. Definitions, paragraph 2: delete "long term" from "domestic partner"
 2. Regulations, paragraph 2: The meaning of this paragraph is not clear. Rewrite to clarify the intent.

New Business: None

Other Business: None

Action Item Review: Updates are in the table at the end of these minutes.

The next meeting will be February 13 at 6:30PM.

The meeting was adjourned at 7:50 PM.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Bylaws Committee	1/9/23: modify bylaws to state that only board members can be signatories on financial or legal documents	
Julie, Jill	12/19/22: finalize Fidelity account application and send in the initial investment money	1/26/23: application submitted and approved with check for \$25K 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	1/9/23: will start in 2024
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, Martha, Faith	10/10/22: send the current version of the FOL MOU to the board. The version Julie has is dated 5/23/2018.	1/9/23: Carol, Martha & Faith will review 11/14/22: sent to Faith and Martha, needs review
Faith	7/11/22: have Bob Henke and other local authors in for book discussions/signings	

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	1/9/23: Nancy is working on it now 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	1/9/23: system is purchased, and Faith is fine-tuning the settings, so Joanne will check with the insurance folks 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
Faith & Phyllis	5/10/21: work on employee handbook to minimize redundancies with policies and avoid inconsistencies as they are updated	1/9/23: meeting tomorrow to work on it 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
January 9, 2023

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

Annual Meeting

- Renew expiring trustee terms- Jill, Phyllis
- Elect board officers for 2023
- Sign Conflict of Interest Form

Old Business

- Report on cyber liability insurance webinar
- Ceiling construction planning
- 2nd signatory for investment account
- Conflict of Interest Policy

New Business

Other Business

Action Items

Date of Next Meeting- February 13, 2023

Adjournment

Treasurer's Report January 2022

Account Balances - As of 1 /9/2023 (Includes unrealized gains)	
Account	12/9/2023 Balance
Bank Accounts	
Friends' GFN	3,190.01
GF National Bank-Cash Checking	164,059.10
GF National CD's-Multi-Year Rede...	50,514.81
TOTAL Bank Accounts	217,763.92
Cash Accounts	
Petty Cash	193.42
TOTAL Cash Accounts	193.42
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	257,957.34

Ending Account Balances 2020-22 - As of 12/31/2022 (Includes unrealized gains)				
1/9/2023				
Account	1	12/31/2020 Balance	12/31/2021 Balance	12/31/2022 Balance
Bank Accounts				
Friends' GFN	5	5,747	4,096	3,190
GF National Bank-Cash Checking	7	79,108	105,205	139,419
GF National CD's-Multi-Year Rede...	7	76,667	75,573	50,515
TOTAL Bank Accounts	1	161,522	184,875	193,124
Cash Accounts				
Petty Cash	1	16	369	193
TOTAL Cash Accounts	1	16	369	193
Asset Accounts				
Library Bldg	4	40,000	40,000	40,000
TOTAL Asset Accounts	4	40,000	40,000	40,000
OVERALL TOTAL	1	201,538	225,244	233,317

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

1/1/2023 through 12/31/2023 Using 2023

1/9/2023

Category	Actual	2023 Budget	Difference
INCOME	26,352	103,164	-76,813
Copies-Copier & Computer Printing	0	288	-288
Dividends	0	230	-230
Interest Received	0	60	-60
Major Revenue	26,352	86,586	-60,235
Argyle School District	0	66,626	-66,626
Argyle Town	0	12,000	-12,000
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	2,727	6,060	-3,333
Grants	23,625	0	23,625
New York State-SALS	0	1,400	-1,400
Transfer from Investments	0	16,000	-16,000
EXPENSES	1,712	111,509	109,797
Uncategorized	73	0	-73
Capital Expense	0	14,000	14,000
Donations	0	300	300
Equipment	0	7,000	7,000
Major Library	386	7,480	7,093
Books	386	4,980	4,594
Digital Data	0	2,400	2,400
Subscriptions-Magazines	0	100	100
Membership Fees	150	300	150
Payroll Services	0	225	225
Program Events	0	1,260	1,260
Special Programs	0	960	960
Summer Prog	0	300	300
Service Charges (SALS)	0	2,300	2,300
Trustee Training	0	200	200
Bus. Insurance	1,100	3,000	1,900
Employee Benefit, Business-Employee ...	0	656	656
Education	0	656	656
Legal-Prof Fees	0	200	200
Licenses and Permits-License and Per...	0	320	320
Office	2	240	238
Postage and Delivery	0	1,340	1,340
Printing and Reproduction	0	250	250
Repairs & Maint	0	4,328	4,328
Supplies, Bus-Supplies	0	630	630
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	0	5,480	5,480
Electrical Service	0	1,800	1,800
Heating Oil	0	3,000	3,000
Telephone	0	680	680
Wages	0	61,500	61,500
Net Difference:	24,640	-8,344	32,984

2022 Budget to Actual - 2022

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

1/9/2023

Category	Actual	2022 Budget	Difference
INCOME	148,204	87,144	61,060
Copies-Copier & Computer Printing	373	190	183
Dividends	240	240	-0
Fines	338	200	138
Interest Received	69	0	69
LLSA	1,434	0	1,434
Major Revenue	117,699	86,514	31,185
Argyle School District	65,320	65,320	0
Argyle Town	12,000	12,000	0
Argyle Village	500	500	0
Donations-Fund Raising & Gifts	26,807	7,494	19,113
Grants	6,000	0	6,000
New York State-SALS	7,272	1,200	6,072
Petty Cash	231	0	231
EXPENSES	139,937	87,144	-52,793
Donations	300	300	0
Equipment	8,858	1,400	-7,458
Major Library	9,558	7,480	-2,079
Books	7,620	4,980	-2,640
Digital Data	1,931	2,400	469
Subscriptions-Magazines	-4	100	104
Other Major Library	12	0	-12
Membership Fees	248	464	216
Payroll Services	173	225	52
Program Events	1,874	1,100	-774
Special Programs	922	600	-322
Summer Prog	952	500	-452
Service Charges (SALS)	2,383	2,400	17
Bus. Insurance	2,590	3,000	410
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
Legal-Prof Fees	0	200	200
Licenses and Permits-License and Per...	0	320	320
Office	365	240	-125
Postage and Delivery	637	1,194	557
Printing and Reproduction	172	250	78
Repairs & Maint	20,220	6,763	-13,457
Supplies, Bus-Supplies	633	630	-3
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	4,693	4,580	-113
Electrical Service	1,757	1,800	43
Heating Oil	2,256	2,100	-156
Telephone	680	680	0
Wages	42,124	43,062	938
Net Difference:	8,267	0	8,267

Director's Report: January 2023

1. News & Updates:
 - a. We are all back to work and well. Nobody caught my covid.
 - b. Just a reminder, I am off from Jan 20-28 in Florida.
2. Building and maintenance
 - a. Ceiling Construction
 - i. I met with Anthony Poulos on Wed the 4th to finalize plans for the ceiling project.
 - ii. He is planning for a start date in the beginning of February. He will give me an exact date as we get closer.
 - iii. We will need to be curbside only while the main room is under construction since all of our books and equipment will be in the addition and the bathroom will be inaccessible to visitors.
 - iv. My plan is to open for "limited browsing" while the lights are installed in the addition.
 - v. Anthony anticipates that it will be a 3-4 week project and he says he will do his best to get it done as quickly as possible so we can re-open asap.
3. Grants
 - a. \$5000 SALS Construction Challenge Grant available.
 - i. Option #1 : Floor
 1. We can't afford to replace ALL of the carpet with this grant, but we could possibly do the work in parts. Maybe start with the entryway, or the area around the desk where the staining is the worst. I can get quotes if we think this is a priority.
 - ii. Option #2 : Outdoor Space
 1. We could use the funds to pay for an architect/design firm to design the new outdoor space for us. We will need this to be done before getting quotes on the cost of construction so we can write grants for that in the future.

Data Analysis for January 2023

Data Analysis		2022											
		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Patron Count													
Kids		46	33	82	102	90	101	128	125	125	109	111	73
Adults		245	219	269	240	247	232	353	316	169	294	282	227
Total:		291	252	351	342	337	333	481	441	294	403	393	300
Program Totals													
Family Programs - In Person		4	4	4	8	7	7	7	5	6	5	4	6
In Person Attendance		32	27	33	37	121	79	154	91	164	85	100	257
Family Programs - Virtual													
Virtual Attendance													
Adult Programs - In Person			3	7	6	3	3	1	3	3	3	2	1
In Person Attendance			11	34	36	9	12	3	15	12	9	5	3
Adult Programs - Virtual		2											
Virtual Attendance		3											
Children's Programs - In Person		1			6	4	5	1	4	1	8	8	2
In Person Attendance		10			32	12	29	23	113	12	67	42	22
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	161	147	282
Total Virtual Attendance		3	26	22	0	0	0	0	0	0	0	0	0
Computer Use		14	18	29	26	10	12	22	13	17	15	28	27
computer help		6	7	12	6	2	6	3	5	1	1	5	5
WIFI usage													
Library (Users)		115	92	111	105	101	100	96	112	101	116	91	81
Cossayuna (Users)		15	64	31	69	71	80	97	85	95	71	107	82
Total:		130	156	142	174	172	180	193	197	196	187	198	163

Data Analysis		2022											
		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Item Circulation Statistics													
Audiobooks		11	16	20	19	12	12	12	21	15	7	8	8
Adult Book		316	265	296	255	254	247	305	310	318	308	265	232
Adult New Books		48	25	43	33	36	34	52	45	53	32	44	40
Childrens Book		242	152	220	265	245	238	254	244	237	244	256	163
Childrens New Books		15	10	17	14	13	23	18	14	27	31	24	17
Childrens Video		14	16	13	11	8	7	9	18	8	12	11	23
Childrens New Video		6	3	5	3	4	5	5	3	3	2	7	4
Magazine		17	9	23	7	7	10	21	9	9	13	5	-
Music		11	9	1	4	5	3	7	6	8	3	6	4
Video		43	52	64	42	34	54	31	39	28	38	28	38
New Video		26	16	36	21	12	21	19	23	21	19	16	14
Realia		0	1	-	-	1	-	-	-	1	-	-	1
Total:		749	574	738	674	631	654	733	732	728	709	670	544
Interlibrary Loan													
Received		146	213	198	259	189	190	216	166	324	303	error	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	530
Overdrive Usage (check outs)		159	148	149	206	190	207	164	183	177	184	156	172