

# **Minutes of the Argyle Free Library Board of Trustees**

**February 13, 2022**

The meeting was called to order at 6:30 PM by Martha Johnson, President. This meeting was held at the Methodist Church, as the library is closed due to the ceiling renovation.

Members present: Martha Johnson, 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 January meeting were reviewed. Phyllis motioned to approve them with no changes, Sandy seconded, and the vote was unanimous.

## **Board Calendar**

The board calendar was reviewed. With the renovations, the new smoke detectors will be hardwired, but the backup batteries will still need to be changed periodically..

## **Treasurer's Report**

See Attachment 2 for the detailed treasurer reports. Due to some issues with Reid's Hardware charging excessive late fees, Jill recommended that we close out our account with them, and pay for any purchases with petty cash. Joanne said she will talk with them and see if she can resolve the issue. Jill found an error on the bulk mailing bill, contacted the organization and got it corrected. We did receive some of the grant money from NYS for the ceiling renovation. The SALS JA cost is more than was planned for in the budget, but we do have the funds to cover it.

## **Library Director Report:**

See Attachment 3 for the complete Library Director's report. Faith reported that the Overdrive fees will be increasing next year. There will be more e-books and magazines available through Overdrive. Next year's fee structure will be determined by usage, and our library has a higher usage rate than many other small libraries. Carol has a meeting with elected state officials next month, and will tell them that we need their monetary support for this. The ceiling renovation is proceeding according to schedule, and Faith expects to be able to start returning books to the shelves soon. Faith will restart library programs in March, once the library is fully open again. Faith wants to start OATS training for the staff. This is staff training on how to teach older adults to use new technology. SALS will give us \$3,000 for staff training, with the requirement that our staff receive \$20/hour while doing the client training. They must hold 15 classes for adult training. There will be a seminar in Lake George for NYLA Youth Services. There is some money left over from last year's NYLA seminar that will cover the cost of this. Joanne

motioned to approve this training, Sandy seconded the motion, and it was approved unanimously.

### **Committee Reports**

- **Friends of the Library:** Some changes are proposed for the Memorandum of Understanding (MOU) between the Friends and the Library Board. There was some discussion as to whether reviewing the MOU when there is a change of leadership of the FOL or the Board was appropriate, or if reviewing it every three years or as needed would be better. The Friends next meeting is March 20, and they will review the proposed changes at that time. They will decide the date of their spring plant sale at that meeting.
- **Building Committee:** Jim thinks more insulation may be needed around the door and in the stairwell. He suggested that blown-in insulation may be appropriate. The ceiling insulation in the old part of the building was redone as part of the ceiling renovation. The insulation in the newer part is okay.
- **Investment Committee:** The account with Fidelity is set up. The committee will make investment recommendations at our next meeting.

### **Old Business:**

- **Friend of the Library MOU:** see above
- **Annual Report:** No one was able to review the complete report, but some minor points were discussed. Board members were asked to complete their review of the report and talk with Faith about any questions.

### **New Business:**

- **Clerk Wages:** The library clerks are currently making the NYS minimum wage of \$14.20/hour. Joanne proposed raising their wages to \$15/hour as of January 1, Sandy seconded the motion, and it passed unanimously.
- **JA Fees Under Budgeted:** see Library Director report above
- **Handyman:** Faith asked if we need to keep a handyman (Jim) on retainer. Jim currently makes \$30/hour, and works one to four hours a month. Jack suggested that we might want to enter into a shared services agreement with the village or town for these services. He will check into that possibility. Another possibility is to have Jim come in once a quarter to check things over and notify us if he sees something that needs to be done. Joanne will talk with Jim about possible changes and get his reaction.

### Other Business:

- **Letterhead:** The electronic version of our letterhead needs to be updated to reflect Jill's correct last name (Elliott), and to add our post office box number. Faith will also make these changes on the website. Julie will update the contact list.
- **Bylaws Change:** Martha and Joanne will update the bylaws per the action item.

**Action Item Review:** The action items will be reviewed at next month's meeting.

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

The meeting was adjourned at 8:25 PM.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Faith	2/13/23: update electronic version of our letterhead to include Jill's correct name and our PO Box number. Also update our website with the same changes.	
Joanne	2/13/23: talk with Jim about possible changes to his status with the library	
Jack	2/13/23: talk with Argyle village & town about the possibility of shared services for a handyman	
Joanne	2/13/23: talk with Reid's Hardware re excessive late charges	
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

Person Responsible	Action Items Task	Status / Notes
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	
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-turning 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

Person Responsible	Action Items 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	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
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  
February 13, 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

Old Business

- Friends of the Library MOU
- Annual Report

New Business

- Clerk wages
- JA fees under budgeted
- Handyman

Other Business

Action Items

Date of Next Meeting- March 13, 2023

Adjournment

# Treasurer's Report

## February 2022

2/6/2023

### Account Balances - As of 1/31/2023

(Includes unrealized gains)

Account	1/31/2023 Balance
<b>Bank Accounts</b>	
Friends' GFN	3,200.01
GF National Bank-Cash Checking	132,696.92
GF National CD's-Multi-Year Rede...	50,514.81
<b>TOTAL Bank Accounts</b>	<b>186,411.74</b>
<b>Cash Accounts</b>	
Petty Cash	207.25
<b>TOTAL Cash Accounts</b>	<b>207.25</b>
<b>Asset Accounts</b>	
Library Bldg	40,000.00
<b>TOTAL Asset Accounts</b>	<b>40,000.00</b>
<b>Investment Accounts</b>	
Investment Z40348609	25,016.27
<b>TOTAL Investment Accounts</b>	<b>25,016.27</b>
<b>OVERALL TOTAL</b>	<b>251,635.26</b>

## Budget to Actual

### 2023 Budget to Actual - Current Year

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

2/6/2023

Category	Actual	2023 Budget	Difference
<b>INCOME</b>	<b>28,008</b>	<b>103,164</b>	<b>-75,156</b>
Copies-Copier & Computer Printing	26	288	-263
Dividends	0	230	-230
Interest Received	0	60	-60
Major Revenue	27,935	86,586	-58,651
Argyle School District	0	66,626	-66,626
Argyle Town	0	12,000	-12,000
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	4,310	6,060	-1,750
Grants	23,625	0	23,625
New York State-SALS	0	1,400	-1,400
Transfer from Investments	0	16,000	-16,000
<b>EXPENSES</b>	<b>12,434</b>	<b>107,181</b>	<b>94,746</b>
Capital Expense	0	14,000	14,000
Donations	0	300	300
Equipment	0	7,000	7,000
Major Library	588	7,480	6,892
Books	469	4,980	4,511
Digital Data	0	2,400	2,400
Subscriptions-Magazines	119	100	-19
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)	181	2,300	2,119
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	120	1,340	1,220
Printing and Reproduction	0	250	250
Repairs & Maint	428	4,328	3,900
Supplies, Bus-Supplies	73	630	557
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	1,800	5,480	3,680
Electrical Service	1,800	1,800	0
Heating Oil	0	3,000	3,000
Telephone	0	680	680
Wages	7,945	61,500	53,555
<b>Net Difference:</b>	<b>15,574</b>	<b>-4,016</b>	<b>19,590</b>



## Director's Report: February 2023

1. Director's Report: 02/13/2023
2. News & Updates:
  - a. Overdrive Increases possible
    - i. Overdrive fee this year is \$258.24 (was 128.10 last year)
    - ii. Next year, circulation may be based on usage instead of percentage (3% of the library's 2021 materials expenditure).
      1. This will dramatically increase our costs (double or triple).
      2. We circulated 2,197 items through Overdrive last year.
      3. ~23% of our circulation is digital materials.
    - iii. We need to be prepared to devote more funds to Overdrive.
      1. It will be very difficult to find grants to help with this collection because it is part of a larger contract. It is possible I may be able to find grants for other things that will balance out the costs by a bit, but that will be unreliable as a permanent solution.
      2. We could approach the town or the village to ask them to increase in their contribution to the library specifically for this purpose.
  - b. Closure
    - i. The mini library is working out well. Much better than curb side!
    - ii. We plan to move the books back into the main library between the 18<sup>th</sup> and 21<sup>st</sup>.
    - iii. The contractor will schedule installing the lights in the addition after we have everything moved back. We hope we will not need to be closed for that part of the project.
3. Building and maintenance
  - a. Ceiling Construction
    - i. New smoke detectors will be wired in. Lights will be LED bulbs.
    - ii. Building inspector OK'd our insulation as sufficient.
    - iii. Electric is all new and has been inspected.
4. Programming
  - a. We will restart programming in March
5. Outreach and Education
  - a. OATS Senior Planet training program
    - i. SALS has been awarded 56k to facilitate OATS or Older Adults Technology Services, a program from Senior Planet and AARP.
    - ii. SALS is providing a stipend of 3k for member libraries that would like to participate to pay for extra staff time needed to participate in the course.
      1. MOU for program requires that we pay staff \$20 per hour for the training.
    - iii. Staff will attend several Train-the-Trainer sessions with Senior Planet to learn how to teach older adults about technology.
    - iv. We will be obliged to host a minimum of 15 classes for older adults at the library with the goal of making the participants more comfortable with technology and building new relationships between seniors and the library.
    - v. SALS will provide all the technology needed for us to teach the classes.
  - b. NYLA Youth Services conference in April
    - i. I would like to go and take Jess.
      1. \$240 for registration.
      2. We have money left over from what was approved last year for the NYLA conference and was not used.

## Data Analysis for February 2023

Data Analysis		2023
		Jan
<b>Patron Count</b>		
Kids		72
Adults		360
	Total:	432
<b>Program Totals</b>		
Family Programs - In Person		67
	In Person Attendance	4
Adult Programs - In Person		1
	In Person Attendance	3
0-5 Kids Programs - In Person		4
	In Person Attendance	27
Person		
	In Person Attendance	
Children's Programs - T & M		
	Kits Given	
Teen Programs - In Person		
	In Person Attendance	
Teen Programs - Virtual		
	Virtual Attendance	
Total In Person Attendance		
Total Virtual Attendance		
<b>Computer Use</b>		29
	computer help	5
<b>Reference Questions</b>		7
<b>WIFI usage</b>		
	Library (Users)	71
	Cossayuna (Users)	83
	Total:	154
<b>Non Library Sponsored Meetings</b>		3

Data Analysis		2023
		Jan
<b>Item Circulation Statistics</b>		
	Audiobooks	10
	Adult Book	287
	Adult New Books	40
	Childrens Book	177
	Childrens New Books	8
	Childrens Video	17
	Childrens New Video	5
	Magazine	6
	Music	-
	Video	54
	New Video	12
	Realia	2
	Total:	618
<b>Interlibrary Loan</b>		
	Received	-
	Percentage (estimate)	-
<b>GALE Usage (sessions)</b>		458
<b>Overdrive Usage (check outs)</b>		140