

Minutes of the Argyle Free Library Board of Trustees

April 10, 2023

The meeting was called to order at 6:30 PM by Martha Johnson, President.

Members present: Martha Johnson, Joanne McDowell, Jill Elliott, Julie Gann, Jack Mance, Sandy Smith, and Phyllis Snell.

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

Minutes of Last Meeting

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

Board Calendar

The board calendar was reviewed. The Financial Committee is to do the annual financial records review this month. During this discussion, Julie asked for someone to take her place on the Finance Committee, and Phyllis volunteered.

Treasurer's Report

See Attachment 2 for the detailed treasurer reports. Jill received the checks for the OATS training to cover the extra staff costs. The checking account has a large amount in it. In addition to the normal expenditures, we will need some of that money for the shed. Jill will look at the budget and other expected expenses to see if some of that money can be put into a CD to take advantage of the current high interest rates. There is a CD maturing in May that will be renewed to take advantage of the higher interest rates.

Library Director Report:

See Attachment 3 for the complete Library Director's report. Jill asked Rick Coates to check out the water spot on the ceiling, but he doesn't do that work any longer. Faith will talk with Tony (he did the ceiling & lights) about it. Bill O'Brien made and donated new shelves for the DVD section. The first meetings of the Robotics and Art Clubs were well attended and enjoyed. The first adult tech education class is this Wednesday.

Committee Reports

- **Friends of the Library:** Jill will send a check for the kindergarteners' books. Martha needs about 100 3 ½" pots for tomato plants to donate to the plant sale.
- **Building Committee:** Jack hasn't heard back from the town on their maintenance approach. Joanne suggested that he talk with Shelley, as she is more responsive. Joanne reported that the fence will need some repair soon. Julie and Phyllis will

measure the fence rails and posts they have. We need 11' 9" for the rails. Some trees and bushes need trimming. The siding on the new addition has some vertical 'abuts' with no overlap that allow water to seep in. Something will need to be done to fix that, but Joanne and Jim can't find siding that matches.

- **Investment Committee:** Julie and Sandy motioned that the funds in the investment account be evenly split among the following:
 - FSTA – Fidelity Consumer Staples ETF
 - ICLN – Ishares Clean Energy ETF
 - FSKAS – Fidelity Total Market Index FundThis motion was approved unanimously.

Old Business:

- **Vote on Postcard Expenditure:** The cost of the postcards for the budget vote are estimated to be \$292. Postage will be additional.
- **Prom Dresses:** Faith reported that there was no interest in the prom dresses. She will donate them to some organization that is willing to take them.

New Business:

- **Annual Trustee Meeting:** The SALS Annual Trustee Meeting is Monday, May 15 at 5:00. One trustee can attend for free.

Other Business:

- **Thank You Note:** Martha sent a thank you note to the church for letting us use their room for our March meeting.

Action Item Review: The action items will be reviewed at our next meeting.

The next meeting will be May 8 at 6:30 PM.

The meeting was adjourned at 7:45 PM.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Julie, Phyllis	4/10/23: measure the fence rails & posts they have; rails need to be 11' 9"	4/15/23: Julie sent Jo email, her rails measure 10' 11", posts are 5' 8"
Faith	4/10/23: check with Tony about water spot on ceiling	
Jill	4/10/23: check budget and planned expenditures to see if it would be appropriate to move some money from the checking account to a CD	
Jill, Faith	3/22/23: ask the village board for an increase in the amount they give to the library	
Julie, Faith	3/22/23: Julie will format the COI policy, and send it to Faith to post on the website.	4/6/23: Julie formatted and sent to Faith
Jill	3/22/23: contact Rick Coates about the roof leak (ice dam?)	
Jill	3/22/23: check with insurance to see if we're covered for replacement costs vs assessed value	
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	2/13/23: did contact them, will follow-up
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	
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	2/13/23: has begun 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.	2/13/23: Faith reported that SALS says it is our decision; Jill will check with insurance
Faith	7/11/22: have Bob Henke and other local authors in for book discussions/signings	

Person Responsible	Action Items 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 & 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.

Person Responsible	Action Items	
	Task	Status / Notes
Faith	3/12/18: prepare and maintain an inventory of non-book items for insurance and replacement purposes in the event of a disaster.	2/13/23: need new photos due to renovations 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
April 10, 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

- Vote on postcard expenditure
- Prom dresses

New Business

- Annual Trustee Meeting Monday May 15

Other Business

Action Items

Date of Next Meeting- May 8, 2023

Adjournment

Treasurer's Report April 2023

Account Balances - As of 3/31/2023 (Includes unrealized gains)

Account	3/31/2023 Balance
Bank Accounts	
Friends' GFN	3,200.01
GF National Bank-Cash Checking	92,571.08
GF National CD's-Multi-Year Rede...	50,514.81
TOTAL Bank Accounts	146,285.90
 Cash Accounts	
Petty Cash	231.03
TOTAL Cash Accounts	231.03
 Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
 Investment Accounts	
Investment Z40348609	25,188.52
TOTAL Investment Accounts	25,188.52
OVERALL TOTAL	211,705.45

Budget to Actual

2023 Budget to Actual - Current Year

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

4/4/2023

Category	Actual	2023 Budget	Difference
INCOME	42,060	103,164	-61,105
Copies-Copier & Computer Printing	50	288	-238
Dividends	0	230	-230
Interest Received	0	60	-60
Major Revenue	41,963	86,586	-44,624
Argyle School District	0	66,628	-66,628
Argyle Town	12,000	12,000	0
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	4,838	6,060	-1,222
Grants	25,125	0	25,125
New York State-SALS	0	1,400	-1,400
Transfer from Investments	0	16,000	-16,000
EXPENSES	65,165	107,181	42,015
Capital Expense	39,375	14,000	-25,375
Donations	100	300	200
Equipment	11	7,000	6,989
Major Library	2,203	7,480	5,277
Books	1,645	4,980	3,335
Digital Data	439	2,400	1,961
Subscriptions-Magazines	119	100	-19
Membership Fees	200	300	100
Payroll Services	167	225	58
Program Events	157	1,260	1,103
Special Programs	104	960	856
Summer Prog	54	300	246
Service Charges (SALS)	430	2,300	1,870
Trustee Training	0	200	200
Bus. Insurance	1,100	3,000	1,900
Employee Benefit, Business-Employee ...	280	656	376
Education	280	656	376
Legal-Prof Fees	0	200	200
Licenses and Permits-License and Per...	380	320	-60
Office	157	240	83
Postage and Delivery	714	1,340	626
Printing and Reproduction	0	250	250
Repairs & Maint	1,168	4,328	3,160
Supplies, Bus-Supplies	98	630	532
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	2,592	5,480	2,888
Electrical Service	1,800	1,800	0
Heating Oil	421	3,000	2,579
Telephone	371	680	309
Wages	15,988	61,500	45,514
Net Difference:	-23,106	-4,016	-19,089

Director's Report: April 2023

1. News & Updates:
 - a. A
2. Building and maintenance
 - a. Water Spot
 - i. Jill had someone come and look.
 - b. Lawn Care
 - i. I think we should meet with the lawn care person this year and go over exactly what we need done.
 - ii. Before that, we should make up a landscape care plan so we can clearly show what is needed for mowing, pruning, etc.. This will help with clarity and accountability.
 - c. New shelves for the DVD section were made for us by Bill O'Brien, a regular patron and carpenter.
 - i. Can the board send him a thank you note?
3. Programing
 - a. Kids:
 - i. Robotics Club
 3. GREAT first event. 8 kids attended and had a good time. We will be trying to get more kids involved.
 - ii. Art Club
 3. The first club was last Saturday. We did Watercolors. The kids did great and the adults who participated learned some new things!
 - iii. Family Fun Night
 3. We will have our first Family Fun night on April 21st.
 - a. We will be celebrating Earth Day by watching The Lorax Movie and working on a Lorax craft with the kids.
 - b. Adults
 - i. Tech Classes start this Wednesday the 12th at 5:00.
 3. Jess and Teagan will teach this one together so they can warm up.
 3. Please encourage anyone you know who needs help to sign up.
4. Outreach and Education
 - a. NYLA YSS Conference on the 28th
 - b. SALS Annual Trustee meeting on May 15th at 5:00.
 - i. One trustee can attend for free.

Data Analysis for March 2023

Data Analysis	2022		
	Jan	Feb	Mar
Patron Count			
Kids	72	56	90
Adults	360	234	302
Total:	432	290	392
Program Totals			
Family Programs - In Person	4	4	5
In Person Attendance	67	32	98
Adult Programs - In Person	1	-	4
In Person Attendance	3	-	17
0-5 Kids Programs - In Person	4	-	2
In Person Attendance	27	-	15
6-12 Kids Programs - In Person		-	2
In Person Attendance	-	-	21
Children's Programs - T & M	-	-	
Kits Given	-	-	
Teen Programs - In Person	-	-	
In Person Attendance	-	-	
Teen Programs - Virtual	-	-	
Virtual Attendance	-	-	
Total In Person Attendance	97	32	151
Total Virtual Attendance	0	0	0
Computer Use		-	
computer help	5	2	5
Reference Questions	7	8	22
WIFI usage			
Library (Users)	71	69	96
Cossayuna (Users)	83	44	44
Total:	154	113	140
Non Library Sponsored Meetings	3	0	2

Data Analysis	2023		
	Jan	Feb	Mar
Item Circulation Statistics			
Audiobooks	10	17	20
Adult Book	287	202	333
Adult New Books	40	29	63
Childrens Book	177	106	273
Childrens New Books	8	12	16
Childrens Video	17	10	14
Childrens New Video	5	4	4
Magazine	6	0	9
Music	-	10	2
Video	54	27	58
New Video	12	11	24
Realia	2	0	0
Total:	618	428	816
Interlibrary Loan			
Received	-	-	-
Percentage (estimate)	-	-	-
GALE Usage (sessions)	458	886	817
Overdrive Usage (check outs)			
books & magazines	140	159	205