

Minutes of the Argyle Free Library Board of Trustees

June 12, 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, Karen Mattison, Sandy Smith, and Phyllis Snell.

Faith St. John, Library Director, and Carol Kuhr, FOL Chair, also attended.

Minutes of Last Meeting

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

Board Calendar

The board calendar was reviewed. We decided to move the discussion about what to do with the trees in the yard to July.

Treasurer's Report

See Attachment 2 for the detailed treasurer reports. The CD was renewed for 14 months at 4.75%. It will mature 7/19/24. Joanne and Phyllis did the annual financial review and all looked good.

Library Director Report:

See Attachment 3 for the complete Library Director's report. Teagan is leaving – July 3 will be her last day. Faith has posted the job opening on Indeed and has already received several responses. Bill O'Brien looked at where some water leaked in this winter and thinks it was an ice dam. No repairs are needed, and he suggested we use a snow rake to get rid of significant snow build-ups in the future. We received \$37 from the Hannaford grant. Faith is having difficulty contacting the people about a grant application from the Home for Aged Women. She will keep trying to contact them, and if successful, will submit an application for more play-aways / audio books. Faith has also applied for a grant from Stewarts for food and drink for the end of summer program. The programming and outreach activities are going well – see Attachment 3 for details.

Committee Reports

- **Friends of the Library:** Carol reported that the FOL made \$1,051 from the plant sale. They plan to participate in this year's town-wide garage sale on Columbus Day. Carol requested \$550 for the summer reading program. Jill made that motion, Jack seconded it, and it passed unanimously.
- **Building Committee:** Jim has resigned from his position as handyman. We discussed getting him a gift card for \$300 as a retirement gift. Jill will check to make sure we can

afford that amount, and if not, individuals can donate additional money toward the gift card. Sandy motioned to approve up to \$300 for Jim's retirement gift card, Phyllis seconded the motion, and it passed unanimously. Joanne resigned from the Building Committee, and Karen volunteered to take her place.

- **Investment Committee:** No report this meeting, will report every quarter.

Old Business:

- **Open Meetings Policy:** Faith reported that SALS defines a "working session" as any meeting of board members that has a quorum or greater number. Some additional comments were made. Martha will make changes and send an update for our July meeting.
- **Serving Alcohol at Library Events:** Faith would like to be able to have vineyards and others bring in samples for tastings as a fundraising event. She doesn't anticipate hosting library events with wine or other alcoholic beverages. Our insurance will cover those kinds of events as long as we don't sell alcohol. Jill will double check to make sure it's okay if vendors sell sealed bottles. Our Building Use Policy currently forbids alcoholic beverages in the library. Jack will revise this policy and draft an Alcohol Use policy.
- **Shed:** Still working this.

New Business:

- **Handyman Job Description:** Faith drafted a job description for the handyman (i.e., maintenance person) position. Several comments were provided on the description, and Julie will send Faith a set of comments on the job description. We discussed the pay, and a suggestion was made that four hours a month at \$30/hour might be appropriate, with any work over and above that to require pre-approval by the board.
- **Jim Retirement Gift:** see above
- **Report on Webinar – Book Bans and Censorship: Managing Public Comments and Material Challenges** – Martha attended this webinar, and reported that the first line of defense is to have policies in place that address these issues. Faith is editing the Collection Policy to separate books and program challenges. It was recommended that our policies require that any person making a challenge to a book or program must be a card holder at our library to avoid hundreds of mail-in challenges, as has happened at other libraries. It was also recommended that we develop a policy for the selection of new board members.
- **Resolution Against Book Bans:** We discussed some changes to the "Unite Against Book Bans" template. Faith will add the revised resolution to a new "Challenge" policy.

- **July 4 Book Sale:** We discussed who would work when to prep for the sale, work the sale, and do cleanup afterward. Julie will send out the chart with the assignments.

Other Business:

- **Webinar:** The next webinar is Financial & Budget Planning, on June 20 from 5:00 – 6:30.
- **SALS:** Sarah Dallas will attend our July board meeting.

Action Item Review: The action items will be reviewed next month.

The next meeting will be July 10 at 6:30 PM.

The meeting was adjourned at 8:25 PM.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
???	6/12/23: suggestion from Book Bans & Censorship webinar was to have a policy for the selection of new board members – no decision was made at this meeting	
Jack	6/12/23: revise Building Use Policy and draft an Alcohol Use Policy	
Jill	6/12/23: check with insurance to make sure we're covered if vendors sell alcoholic beverages (e.g., wine) in unopened containers	
Julie	6/12/23: send handyman job description comments to Faith	
Faith	6/12/23: update Collection Policy or develop additional "Challenge" policy to reflect best practices from webinar on book bans and censorship; add the revised "Unite Against Book Bans" template resolution to that policy	
Faith, et. al.	5/8/23: collect remaining prom dresses and accessories for the October town-wide garage sale	
Phyllis, Faith	3/22/23: ask the village board for an increase in the amount they give to the library	5/8/23: Phyllis and Faith will do this
Jill	3/22/23: check with insurance to see if we're covered for replacement costs vs assessed value	

Action Items		
Person Responsible	Task	Status / Notes
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
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
Jill	2/14/22: check with Nancy Amo to see if she is willing to do our financial review again	5/8/23: still working it 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

Action Items		
Person Responsible	Task	Status / Notes
Faith & Phyllis	5/10/21: work on employee handbook to minimize redundancies with policies and avoid inconsistencies as they are updated	5/8/23: work in progress 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.

Argyle Free Library
Trustees Meeting Agenda
June 12, 2023

Call to Order

Public Comment Period

Minutes of Last Meeting

Board Calendar

Treasurer's Report

Director's Report

Committee Reports

- Friends of the Library
- Building Committee
- Investment Committee

Old Business

- Open Meetings Policy
- Serving alcohol at library events
- Shed

New Business

- Handyman job description
- Jim retirement gift
- Report on webinar- Book Bans and Censorship: Managing Public Comments and Material Challenges
- Resolution Against Book Bans
- July 4th book sale

Other Business

Action Items

Date of Next Meeting- July 10, 2023

Adjournment

Treasurer's Report

June 2023

Account Balances - As of 5/31/2023

(Includes unrealized gains)

Account	5/31/2023 Balance
Bank Accounts	
Friends' GFN	2,200.01
GF National Bank-Cash Checking	80,811.87
GF National CD's-Multi-Year Redemption	50,241.12
TOTAL Bank Accounts	133,253.00
Cash Accounts	
Petty Cash	190.58
TOTAL Cash Accounts	190.58
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	198,632.10

Budget to Actual

6/7/2023

Category	Actual	2023 Budget	Difference
INCOME	45,517	103,164	-57,647
Copies-Copier & Computer Printing	111	288	-177
Dividends	270	230	40
Interest Received	0	60	-60
Major Revenue	43,543	86,586	-43,043
Argyle School District	0	66,626	-66,626
Argyle Town	12,000	12,000	0
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	4,918	6,060	-1,142
Grants	26,625	0	26,625
New York State-SALS	0	1,400	-1,400
Transfer from Investments	0	16,000	-16,000
Investment Z40348609	172	0	172
EXPENSES	80,226	107,181	26,955
Capital Expense	39,375	14,000	-25,375
Donations	100	300	200
Equipment	120	7,000	6,880
Major Library	3,091	7,480	4,388
Books	2,234	4,980	2,746
Digital Data	738	2,400	1,662
Subscriptions-Magazines	119	100	-19
Membership Fees	200	300	100
Payroll Services	167	225	58
Program Events	252	1,260	1,008
Special Programs	198	960	762
Summer Prog	54	300	246
Service Charges (SALS)	1,177	2,300	1,123
Trustee Training	0	200	200
Bus. Insurance	1,047	3,000	1,953
Employee Benefit, Business-Employee ...	30	656	626
Education	30	656	626
Legal-Prof Fees	0	200	200
Licenses and Permits-License and Per...	380	320	-60
Office	290	240	-50
Postage and Delivery	1,012	1,340	328
Printing and Reproduction	311	250	-61
Repairs & Maint	1,561	4,328	2,767
Supplies, Bus-Supplies	801	630	-171
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	3,356	5,480	2,124
Electrical Service	1,800	1,800	0
Heating Oil	1,185	3,000	1,815
Telephone	371	680	309
Wages	25,533	61,500	35,967
Net Difference:	-34,708	-4,016	-30,692

Director's Report: June 2023

1. News & Updates:
 - a. Teagan will be leaving us in early July
 - i. I have posted the job on indeed and have gotten many applications.
2. Building and maintenance
 - a. Water Spot
 - i. Bill O'Brien came and looked at the roof. He said that the metal roof is in great shape. He went up into the crawl space and checked for any water damage and found nothing. He said that if there had been significant moisture the blown in insulation would have been compacted, but it was nice and fluffy, so it couldn't have been significant.
 - ii. We could add silicone to the seams, but he thinks that would give ice something to cling to and cause more issues. He suggests we use a snow rake to clear the area if there is a significant build up in the future.
3. Grants
 - a. Hannaford Bloomin for good
 - i. \$37!
 - b. Home for Aged Women
 - i. Working on getting the packet, contacts from the past have not responded.
 - c. Stewarts
 - i. Applied for food and drink for end of summer community party.
4. Programing
 - a. Kids:
 - i. Summer Reading
 4. Attached is the summer reading pamphlet that will go out to the school and be handed out in the library. We have a fun year planned!
 - b. Families
 - i. Cornel Cooperative Extension came to the library and worked with us on a container garden program on June 6. The air quality was bad, and it was raining, but we still had a few people.
 - c. Adults
 - i. Tech Classes
 4. These are going very well! Great attendance!
 - ii. Movie Night
 4. Patrons are asking for "old movie night" and we are working on getting that set up.
5. Outreach and Education
 - a. Kindergarten Visit
 - i. We had 38 kids come down to visit the library from the elementary school.
 - b. SALS Annual Trustee meeting on May 15th at 5:00.
 - i. We had a wonderful time and made some good connections.
 - ii. Lauren Moore, Assistant Commissioner for Libraries and State Librarian will be visiting our library sometime this summer to see an example of a successful small, rural library.
 - c. Rural Library Roundtable
 - i. We hosted 10 SALS Library directors from Rural/Small libraries from around the region
 - ii. We discussed the issues that we all face and showed them our children's section

Data Analysis for May 2023

Data Analysis		2022				
		Jan	Feb	Mar	April	May
Patron Count						
	Kids	72	56	90	107	100
	Adults	360	234	302	290	275
	Total:	432	290	392	397	375
Program Totals						
lego/pi	Family Programs - In Person	4	4	5	7	9
	In Person Attendance	67	32	98	129	128
scrabbl	Adult Programs - In Person	1	-	4	4	5
	In Person Attendance	3	-	17	14	16
story ti	0-5 Kids Programs - In Person	4	-	4	4	10
	In Person Attendance	27	-	30	48	66
robotic	6-12 Kids Programs - In Person		-	2	6	7
	In Person Attendance	-	-	21	66	14
	Children's Programs - T & M	-	-	-	-	1
	Kits Given	-	-	-	-	15
	Teen Programs	-	-	-	-	
	In Person Attendance	-	-	-	-	
	Virtual Programs	-	-	-	-	
	Virtual Attendance	-	-	-	-	
	Total In Person Attendance	97	32	166	257	239
	Total Virtual Attendance	0	0	0	0	15
Computer Use		21	3	18	20	16
	computer help	5	2	5	7	4
Reference Questions		7	8	22	7	13
WIFI usage						
	Library (Users)	71	69	96	110	125
	Cossayuna (Users)	83	44	44	115	91
	Total:	154	113	140	225	216
Non Library Sponsored Meetings		3	0	2	2	2

Data Analysis	2023				
	Jan	Feb	Mar	April	May
Item Circulation Statistics					
Audiobooks	10	17	20	9	11
Adult Book	287	202	333	317	273
Adult New Books	40	29	63	28	
Childrens Book	177	106	273	261	240
Childrens New Books	8	12	16	33	16
Childrens Video	17	10	14	7	23
Childrens New Video	5	4	4	5	5
Magazine	6	0	9	6	9
Music	-	10	2	1	5
Video	54	27	58	40	40
New Video	12	11	24	17	20
Realia	2	0	0	0	2
Total:	618	428	816	724	644
Interlibrary Loan					
Received	256	151	280	211	182
Percentage (estimate)	41%	35%	34%	29%	28%
GALE Usage (sessions)					
	458	886	817	928	1020
Overdrive Usage (check outs)					
books & magazines	140	159	205	205	144