

# Minutes of the Argyle Free Library Board of Trustees

July 11, 2022

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

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

Faith St. John, Library Director and John Felicetti, interested citizen, also attended.

## **Minutes of Last Meeting:**

Minutes of our June meeting were reviewed. Sandy motioned to approve them with one correction, Joanne seconded, and the vote was unanimous.

## **Board Calendar:**

The board calendar was reviewed. Faith submitted the grant application to the Home for Aged Women. She asked that we move the staff reviews to October, as summer is very busy with the children's programs.

## **Treasurer's Report:**

See Attachment 2 for the detailed treasurer reports. Jill is talking with Nancy Amo about the financial review. Nancy will do it, but the time is still uncertain. The list of bills was approved unanimously. Bob Henke did send a donation for the front desk renovation, and asked whether his book is at the library. We discussed having him and other local authors in for discussions and book signings. A summary of the front desk renovation costs and fundraising is as follows:

- Final Cost: \$16,000
- Funds Raised to Date: \$15,798
  - \$2300 from fundraising letters
  - \$1166 from the FOL painted chair auction
  - \$4,000 from the Sheridan Foundation
  - \$5,000 from SALS grant
  - \$3,332 from John Felicetti

## **Library Director Report:**

See Attachment 3 for the complete Library Director's report. The Kindness Garden with painted rocks is now out front. The front desk renovation is finished, and has greatly improved the work flow. The summer reading program has started. There were about 50 children at the first program – a record number! Comfort Foods is having trouble getting drivers to deliver the vegetables. If people will volunteer to drive to Greenwich to pick up the food, the FOL will put together and maintain a schedule of drivers. Faith submitted a grant to the Home for Aged Women that includes the license for movies to show at the library, and some light weight folding chairs. The grant application also includes a memoir writing workshop for seniors

(three sessions) plus ten Chromebooks that the library can keep afterwards and lend to patrons.

### **Committee Reports**

- **Friends of the Library:** Volunteers from the FOL are helping with the summer program. They also requested approval for a \$100 donation to the Rescue Squad. Jill motioned to approve the donation, Joanne seconded the motion, and it passed unanimously. The Friends' next meeting will be in September.
- **Building/Maintenance Committee:** The Hunt Company did check out the wall, beam and siding. They reported that the beam and framing are fine! They added some insulation where it was missing towards the front of the building, then replaced the siding, did some caulking, then primed and painted. There was a discussion about the stairs up to the attic, and potential safety hazards. The stair treads were replaced about 2008, and are sturdy. There is a handrail most of the way. Patrons are not allowed on the stairs to the attic - only staff, board members and FOL members are permitted in the attic. We might post a sign to this effect. Jack will try to get some estimates from electricians to fix the sign lights.
- **Fundraising Committee:** The full amount has almost been raised. They are still waiting to hear back on the grant application to Stewarts.
- **Investment Committee:** A zoom meeting to discuss the committee's recommendations will be held on July 25 at 6:30. Faith will set up the zoom meeting. This is an information meeting only. Any decisions will be made at subsequent board meetings.

### **Old Business:**

- **Open Meetings Law and Trustee Accessibility:** Joanne tailored draft resolutions for future zoom meetings, in accordance with the guidelines provided by the state. Julie will review the draft resolutions in an attempt to reduce redundancy and 'lawyer speak'.
- **Schedule Meeting to Discuss Investment Policy:** See above

### **New Business:**

- **Vote on SALS Router Upgrade:** Jill motioned to approve the router upgrade from SALS, Joanne seconded the motion, and it passed unanimously. Martha will sign the SALS form for this.
- **Attic Stairs:** See above.

### **Other Business:**

- **Libraries and Guns:** Due to the new NYS law regarding guns in public places that was recently passed, we discussed whether the library should post any signs that guns

are not allowed in the library. Since the law does not take effect immediately, we decided to wait until we receive guidance from SALS.

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**Action Item Review:** See updated Action Item Table.

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

The meeting was adjourned at 7:42 PM.

Respectfully submitted,

Julie Gann, Secretary

Person Responsible	Action Items Task		Status / Notes
Faith	7/11/22: have Bob Henke and other local authors in for book discussions/signings		
Julie	6/13/22: revise Joanne's draft resolution on the use of zoom meetings to eliminate as much repetition as possible.		
John	5/9/22: draft article for local papers to raise awareness of the library		7/11/22: article was published in last week's Greenwich Journal; John will contact the Chronicle to see if they will publish it 6/16/22: Martha approved; Greenwich Journal wants a photo to go with the article; Faith checking for a good one 6/13/22: sent to Faith for review
Board Members	4/11/22: read the Investments section of the Trustees Handbook (pages 56-57) prior to the meeting to discuss the recommendations of the Investment Committee		
Building Committee	4/11/22: in the fall, consider replacement of the light fixture for the library sign		7/11/22: Jack will contact electricians for estimates

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	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
All	1/10/22: Review our bylaws, and consider the number of board members – should it be an odd number to avoid potential ties when voting; quorum definition – should it be a fixed number or a percentage of the elected members	4/11/22: in progress 2/14/22: added John to the Bylaws Committee
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
Jill	10/11/21: track & document staff wages and NYS minimum wage changes to provide a record for future wage discussions	4/11/22: ongoing
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	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	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	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.
Joanne	4/11/22: Joanne will check garage sales for heavy duty stapler  5/10/21: get locking file cabinet for Faith to use for personnel and other confidential info	7/11/22: heavy duty stapler and firesafe box, shoebox size, still needed 4/11/22: locking file cabinet no longer needed due to circulation desk renovations; heavy duty stapler still needed

Action Items		
Person Responsible	Task	Status / Notes
Faith	5/10/21: get estimates from SALS for replacements for her laptop and one of the public computers – SALS not able to purchase yet due to chip shortage	7/11/22: due to supply problems, still waiting on front desk and one public computer; SALS has extended their service support for the older computers due to the supply problems 4/11/22: Faith received new laptop; will get new front desk computer and replace oldest public computer with the front desk computer 9/13/21: did order her new laptop, but could be up to six months before she gets it; SALS would not support a computer if we bought one for her 8/16/21: Faith reported that SALS will continue to support the older computers until replacements can be purchased; she will check to see if we can buy her a replacement computer outside of SALS and have SALS support it
Phyllis, Faith	3/8/21: review where we stand in regards to our 5-Year Plan	7/11/22: will re-look at Faith's review in September 4/11/22: done at Faith's review; will put on May's meeting agenda 9/13/21: is scheduled for 9/20 7/12/21: working it
Faith	8/13/20: contact Lily Loveday re re-scheduling an outdoor dance program	7/11/22: still working it 4/11/22: working it 7/12/21: waiting for cooler weather 1/11/21: have e-mailed, waiting for warmer weather

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.	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  
July 11, 2022

Call to Order

Minutes of Last Meeting

Board Calendar

Treasurer's Report

Director's Report

Committee Reports

- Friends of the Library
- Building Committee
- Fundraising Committee
- Investment Committee

Old Business

- Open Meetings Law and trustee accessibility
- Schedule meeting to discuss Investment Policy- Zoom?

New Business

- Vote on SALS router upgrade
- Attic stairs

Other Business

Action Items

Date of Next Meeting- August 8

Adjournment



## Treasurer's Report July 2022

### Account Balances - As of 7/8/2022 (Includes unrealized gains)

Account	7/8/2022 Balance
<b>Bank Accounts</b>	
Friends' GFN	4,460.66
GF National Bank-Cash Checking	81,165.31
GF National CD's-Multi-Year Rede...	75,573.24
<b>TOTAL Bank Accounts</b>	<b>161,199.21</b>
<b>Cash Accounts</b>	
Petty Cash	277.45
<b>TOTAL Cash Accounts</b>	<b>277.45</b>
<b>Asset Accounts</b>	
Library Bldg	40,000.00
<b>TOTAL Asset Accounts</b>	<b>40,000.00</b>
<b>OVERALL TOTAL</b>	<b>201,476.66</b>

7/8/2022

Category	Actual	2022 Budget	Difference
<b>INCOME</b>	<b>32,408</b>	<b>86,791</b>	<b>-54,382</b>
Copies-Copier & Computer Printing	189	120	69
Dividends	240	160	80
Fines	180	0	180
Interest Received	0	1,300	-1,300
Major Revenue	<b>30,937</b>	<b>85,211</b>	<b>-54,274</b>
Argyle School District	0	65,320	-65,320
Argyle Town	12,000	12,000	0
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	10,665	6,191	4,474
Grants	1,000	0	1,000
New York State-SALS	7,272	1,200	6,072
Petty Cash	146	0	146
<b>EXPENSES</b>	<b>56,175</b>	<b>86,788</b>	<b>30,612</b>
Donations	100	300	200
Equipment	1,510	1,400	-110
Major Library	<b>5,913</b>	<b>7,480</b>	<b>1,567</b>
Books	5,025	4,980	-45
Digital Data	878	2,400	1,524
Subscriptions-Magazines	12	100	88
Membership Fees	118	464	347
Payroll Services	173	225	52
Program Events	<b>592</b>	<b>1,100</b>	<b>508</b>
Special Programs	257	600	343
Summer Prog	338	500	164
Service Charges (SALS)	1,298	2,400	1,102
Bus. Insurance	617	3,000	2,383
Business Tax	10,911	12,380	1,469
Employee Benefit, Business-Employee ...	<b>121</b>	<b>300</b>	<b>179</b>
Other Employee Benefit, Business-E...	121	300	179
Insurance, Bus-Insurance (non health)	-50	0	50
Legal-Prof Fees	0	200	200
Licenses and Permits-License and Per...	0	320	320
Office	228	240	12
Postage and Delivery	637	1,194	557
Printing and Reproduction	171	250	79
Repairs & Maint	8,770	6,763	-2,007
Supplies, Bus-Supplies	372	630	258
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	<b>3,650</b>	<b>4,580</b>	<b>930</b>
Electrical Service	1,500	1,800	300
Heating Oil	1,470	2,100	630
Telephone	680	680	0
Wages	20,328	43,062	22,734
<b>Net Difference:</b>	<b>-23,767</b>	<b>3</b>	<b>-23,770</b>

## Director's Report: July 2022

1. News & Updates:
  - a. Kindness garden.
    - i. Everyone loves it. It is so cute!
2. Building and maintenance
  - a. Circulation Desk
    - i. The project is all complete.
    - ii. It looks amazing and we all feel incredibly lucky to work in such a great space.
    - iii. Patrons are all raving about it.
3. Programming
  - a. Summer Reading
    - i. We started our programming on Thursday with craft day.
      1. We had over 50 attendants.
      2. We had 2 volunteers from the friends.
    - ii. We have the AFL Regatta program this week (Thurs and Sat) and the Pirates and Mermaids party on the 28th, then another craft day on the 4th.
  - b. Veggies
    - i. They are having some issues with staff at the CFC
    - ii. I picked up our veggies last week
    - iii. We could use volunteers to pick up veggies and dry goods on Thursday at 9:00
4. Grants
  - a. 2022 HAW grant.
    - i. Submitted the grant to fund a movie night and a memoir writing workshop with local author Patricia Nugent.
5. Outreach/Education
  - a. School Class visits
    - i. These went great.
    - ii. We are celebrities now.

## Data Analysis for June 2022

	Jan	Feb	Mar	April	May	June
<b>Item Circulation Statistics</b>						
Audiobooks	11	16	20	19	12	12
Adult Book	316	265	296	255	254	247
Adult New Books	48	25	43	33	36	34
Childrens Book	242	152	220	265	245	238
Childrens New Books	15	10	17	14	13	23
Childrens Video	14	16	13	11	8	7
Childrens New Video	6	3	5	3	4	5
Magazine	17	9	23	7	7	10
Music	11	9	1	4	5	3
Video	43	52	64	42	34	54
New Video	26	16	36	21	12	21
Realia	0	1	-	-	1	-
Total:	749	574	738	674	631	654
<b>Interlibrary Loan</b>						
Received	146	213	198	error	error	error
Percentage (estimate)	19%	27%	33%	error	error	error
<b>GALE Usage (sessions)</b>	286	468	548	468	374	281
<b>Overdrive Usage (check outs)</b>	159	148	149	206	190	207