

Minutes of the Argyle Free Library Board of Trustees

March 22, 2023

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

Members present: Martha Johnson, Jill Elliott, Julie Gann, Jack Mance, Karen Mattison, and Sandy Smith.

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

Minutes of Last Meeting

Minutes of our February 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 items on the calendar for this month are addressed in the Treasurer's Report and New Business sections of these minutes.

Treasurer's Report

See Attachment 2 for the detailed treasurer reports. Jill provided the annual Treasurer's Report during our January 2023 meeting. See those minutes for the account balances for the last three years. At the end of 2022, we had \$9,000 more in our account than at the end of 2021. The library was chosen to be a recipient of Hannaford's "Bloomin for Good" in April, and we have received \$44 to date. We also received \$200 from America Online Giving. There is a \$10/month charge for the library's new security system. Jill made a motion to adjust the tax levy request to \$67,509, per the email she sent prior to the meeting. Sandy seconded the motion, and it passed unanimously. Jill will check our insurance to see if the building is covered for replacement costs (vs. assessed value).

Library Director Report:

See Attachment 3 for the complete Library Director's report. Faith re-organized the books when they replaced them after the ceiling and light work was completed. They are now organized by author instead of subject, making it easier for patrons to find specific books they may be looking for. There was good attendance at the story time and lego club programs. The robotics club starts April 1. SALS will reimburse us for the cost of the NYLA Conference.

Committee Reports

- **Friends of the Library:** The new Memorandum of Understanding between the FOL and the board was approved by the Friends. Sandy made a motion that the board approve the new MOU, Jill seconded the motion, and it was approved unanimously. Faith gave her wish list to the FOL. Her wish list includes book labels, materials for story times and story times to go, and a rack for storytime bags. The list totals \$900. Sandy motioned to approve this, Karen seconded the motion, and it passed unanimously. The Friends also requested approval for up to \$100 for books for the kindergarten book bags. Sandy motioned to approve this, Karen seconded the motion, and it passed unanimously. This year's Plant & Bake Sale will be on Memorial Day, Saturday May 27. The Friends will also participate in this year's townwide garage sale on October 7.
- **Building Committee:** Jim is recovering from his surgery. Jack reached out to Bob Henke on the town board about a recommendation for building maintenance. He did not hear back, so will follow-up on this. Faith reported that there was a roof leak, which she suspects was an ice dam. Jill will contact Rick Coates about fixing that.
- **Investment Committee:** Julie and Sandy recommended that, due to the current bank failure situation, we keep the money in the government money market account until things settle out. That account is currently earning about 2% annual interest. The Board accepted that recommendation.

Old Business:

- **Conflict of Interest Policy:** The blue phrases will be deleted from the final policy. Sandy motioned to approve the updated policy, Jack seconded the motion, and it passed unanimously. Julie will format the policy and send it to Faith to post on the website.

New Business:

- **Annual Treasurer's Report:** See above.
- **Approve Library's Investment Policy for Each Class of Investment:** The investments are in Certificates of Deposit and a Fidelity Investment account.
- **Review Library Tax Levy/Budget Request and Vote on Increase:** See above Treasurer's Report. We also discussed asking the village for an increase in the amount they give to the library. They currently give us \$500/year, and the amount has not changed in several years. Jill and Faith agreed to ask at the next village meeting, which is the first of the month.

Other Business:

- **Mailing for Budget Request:** Faith will update the postcard she did for last year’s mailing about the library’s budget request.
- **Manga Novels:** Jack has a link for manga novels, that might be able to count as part of the required trustee training.

Action Item Review: The action items were reviewed and updated.

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

The meeting was adjourned at 7:45 PM.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
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

Action Items		
Person Responsible	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.	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	
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

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	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.	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
March 22, 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

- Conflict of Interest Policy

New Business

- Annual Treasurer's Report
- Approve library's investment policy for each class of investments
- Review library tax levy/ budget request and vote on increase

Other Business

Action Items

Date of Next Meeting- April 10, 2023

Adjournment

Treasurer's Report March 2023

Account Balances - As of 2/28/2023 (Includes unrealized gains)

Account	2/28/2023 Balance
Bank Accounts	
Friends' GFN	3,200.01
GF National Bank-Cash Checking	96,291.29
GF National CD's-Multi-Year Rede...	50,514.81
TOTAL Bank Accounts	150,006.11
Cash Accounts	
Petty Cash	207.25
TOTAL Cash Accounts	207.25
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
Investment Accounts	
Investment Z40348609	25,016.27
TOTAL Investment Accounts	25,016.27
OVERALL TOTAL	215,229.63

Budget to Actual

2023 Budget to Actual - Current Year

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

3/12/2023

Category	Actual	2023 Budget	Difference
INCOME	29,997	103,164	-73,167
Copies-Copier & Computer Printing	26	288	-263
Dividends	0	230	-230
Interest Received	0	60	-60
Major Revenue	29,924	86,586	-56,662
Argyle School District	0	66,626	-66,626
Argyle Town	0	12,000	-12,000
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	4,799	6,060	-1,261
Grants	25,125	0	25,125
New York State-SALS	0	1,400	-1,400
Transfer from Investments	0	16,000	-16,000
EXPENSES	56,938	107,181	50,243
Capital Expense	39,375	14,000	-25,375
Donations	100	300	200
Equipment	11	7,000	6,989
Major Library	913	7,480	6,566
Books	794	4,980	4,186
Digital Data	0	2,400	2,400
Subscriptions-Magazines	119	100	-19
Membership Fees	200	300	100
Payroll Services	167	225	58
Program Events	434	1,260	826
Special Programs	380	960	580
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 ...	0	656	656
Education	0	656	656
Legal-Prof Fees	0	200	200
Licenses and Permits-License and Per...	0	320	320
Office	11	240	229
Postage and Delivery	714	1,340	626
Printing and Reproduction	0	250	250
Repairs & Maint	453	4,328	3,875
Supplies, Bus-Supplies	73	630	557
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	2,221	5,480	3,259
Electrical Service	1,800	1,800	0
Heating Oil	421	3,000	2,579
Telephone	0	680	680
Wages	10,690	61,500	50,810
Net Difference:	-26,941	-4,016	-22,925

Director's Report: March 2023

1. News & Updates:
 - a. A few changes to the library:
 - i. New organization for the fiction section. ALL fiction is now grouped together (large type, mysteries, etc..) so that patrons can find all of the works by favorite authors in the same place. This simplifies shelving, ILL requests, saves space and eliminated several duplicate copies of books.
 - ii. Classics Collection in a new location and looking SHARP!
 - iii. Removed the desk from the fiction section and hung more shelving. I did not use the desk and it will increase our space for the regular collection.
 - iv. Moved the local history collection. Looks great and easier to access.
 - v. Moved the reference collection.
 - vi. Removed the shelf between computers for better handicap access.
 - vii. Moved our easy readers to a larger shelf to accommodate the growing collection
 - viii. Moved board books to the fun little tree shelf.
2. Building and maintenance
 - a. Ceiling Construction Complete
 - i. Things look great and the work was all done very professionally. Communication was easy and quick. All the small issues we ran into were resolved with a great attitude.
 - ii. I would recommend this contractor for future work.
3. Programming
 - a. Programing resuming
 - i. Kids:
 1. Continuing:
 - a. Story Time, Lego Club and Homeschool Meet Up – Great turn out for Story time and Lego club yesterday.
 2. New
 - a. Family Fun Night – Games and Movies
 - b. Robotics Club – Building and learning about robots
 - c. Art Club – Learning about and making art with occasional guest artists
 - ii. Adults
 1. Continuing:
 - a. Scrabble Meet Up (New time, Monday at 2:00), Great Books Club
 2. New
 - a. Fun Fridays – Movies, Games and Trivia
 - b. Adult Technology Classes – OATS programming – 1st Class on Wed April 12th.
4. Outreach and Education
 - a. OATS Senior Planet training program
 - i. We have all been working hard at our OATS training.
 - ii. We will begin holding lectures and classes in late spring/early summer when SALS has equipment availability.
 - b. We were chosen as the beneficiary for Hannaford's "Bloomin for Good" in April.
 - a. NYLA Youth Services conference in April
 - i. SALS will be reimbursing us for the cost of this conference.

Data Analysis for February 2023

Data Analysis		2023	
		Jan	Feb
Patron Count			
Kids		72	56
Adults		360	234
	Total:	432	290
Program Totals			
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	-
6-12 Kids Programs - In 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	-	-
Computer Use			
	computer help	5	2
Reference Questions			
		7	8
WIFI usage			
	Library (Users)	71	69
	Cossayuna (Users)	83	44
	Total:	154	113
Non Library Sponsored Meetings			
		3	0

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