

# Minutes of the Argyle Free Library Board of Trustees

August 14, 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, and Phyllis Snell.

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

**Public Comment Period:** Two questions were raised:

- 1) Home schooling resources: Faith did try to get inputs from local homeschoolers about what materials would be useful. Unfortunately, she didn't get any significant responses. If someone does have requests for specific home schooling materials, please contact Faith.
- 2) Is the library going to participate in this year's town-wide tag sale? Yes, the Friends of the Library will participate in Argyle's October tag sale.

## Minutes of Past Meeting

Minutes of our July meeting were reviewed. Phyllis motioned to approve them with minor changes, Jack seconded, and the vote was unanimous.

## Board Calendar

The Personnel Committee needs inputs from board members for Faith's annual review.

## Treasurer's Report

See Attachment 2 for the detailed treasurer reports. Jill received another \$37 from Hannaford's "Blooming for Good" drive.

## Library Director Report:

See Attachment 3 for the complete Library Director's report. The attendance for most of the July summer programs was very good. Olivia started as a library clerk to replace Teagan on July 24. She will primarily be working 8 hours a week on Friday nights and Saturdays. Faith would like Bill O'Brien to start as our handyman in September. The board agreed to hire him as an employee at \$35/hour, with one hour guaranteed every two months. Three hours will be budgeted for him to work every two months as needed for minor jobs. Any other work will need board approval before starting a job.

John Felicetti volunteered to paint the entry ramp after the damaged board is replaced. Faith will paint the railing spindles behind the flower bed with mural colors.

## Committee Reports

- **Friends of the Library:** Carol was not at the meeting, but Faith reported that the next FOL meeting is September 6. They are requesting donations for October's yard sale.
- **Building Committee:** See below discussion on the outdoor shed.
- **Investment Committee:** Reports are done quarterly. The next report will be in October.

## Old Business:

- **Open Meetings Policy:** The draft policy was discussed. Jack voted to approve the policy, Phyllis seconded the motion, and it passed unanimously. Martha will send the policy to Julie for final formatting.
- **Alcoholic Beverages & Building Use Policies:** There was some discussion about whether we need an Alcoholic Beverages policy. We agreed to postpone discussion on this to next month to give other board members a chance to voice their opinion.
- **Paid Time Off Policy:** We discussed this policy, and the applicability of NYS law on sick leave to our small, nonprofit library. Faith will look at the cost of sick leave, at the rate of one hour of sick leave for every 30 hours worked. Further discussion was tabled until our September meeting.
- **Reconsideration Policy:** After discussion, some changes to this draft policy were approved. Jack motioned to approve this policy with the recommended changes, Joanne seconded the motion, and it was approved unanimously.
- **Resolution Against Book Bans:** The board had a brief discussion, and recommended minor changes. Phyllis motioned to approve the resolution with the changes, Joanne seconded the motion, and it passed unanimously.
- **New Clerk & Maintenance Person:** Faith recommended we hire Olivia DeRagon to replace Teagan as library clerk. Olivia would work eight hours a week at minimum wage (\$14.20), starting July 24. Jill made a motion to approve the hire, Phyllis seconded the motion, and it passed unanimously. Faith recommended we hire Bill O'Brien as our maintenance person, to start in September at \$35 an hour. One hour's work would be guaranteed every two months. Three hours work would be optional every two months. Any jobs requiring additional hours must be pre-approved by the board. Jill motioned to hire Bill, Jack seconded the motion, and it passed unanimously.
- **Shed:** Jack sent an email on August 12 with details on the shed. A 10' x 12' shed with no windows would be \$4980. Jack got a verbal quote from Mike Blair that a gravel pad to sit the shed on would cost \$1,000 including delivery and installation. Jack will get a written estimate, and have Mike look at our site to see if there would be any issues with installation. Julie motioned to approve the shed and gravel pad, pending a written quote and feasibility estimate. Jill seconded the motion, and it passed unanimously.

**New Business:**

- SOP For Complaint about Library Director: A question arose about how we should handle a complaint about the Library Director. A suggestion was made that the complaint must be written, signed, and submitted to the board. The board would then appoint a committee to investigate the complaint – or possibly refer it to the personnel committee. Should the same procedures be followed for complaints about both the LD and other staff? This is homework for the board to think about and discuss at a future meeting.

**Other Business:**

- Jackie Barg: Faith suggested that Jackie be a ‘trusted keyholder’, so she can open and close the library for meetings. The board agreed to this.

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

The next meeting will be September 11 at 6:30 PM.

The meeting was adjourned at 8:37 PM.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
All Board Members	8/14/23: think about what should be our standard procedure for investigating a complaint about the Library Director and other staff	
Jack	8/14/23: get written quote for a gravel bed for the shed and a feasibility visit	
Faith	8/14/23: determine cost of sick leave, at a rate of one hour sick leave for every 30 hours worked	8/29/23: Faith sent an email with this info
Martha, Julie	8/14/23: Martha will send the Resolution Against Book Bans, Reconsideration of Materials and Open Meetings policy updates to Julie, who will format them and send to Faith to add to the web site.	9/8/23: Julie formatted and sent to Martha & Faith for final review 8/22/23: Martha sent to Julie
Faith	8/14/23: send Julie offer letters for Bill and Olivia to keep in the files	
???	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	

Action Items		
Person Responsible	Task	Status / Notes
Jack	6/12/23: revise Building Use Policy and draft an Alcohol Use Policy	8/14/23: Jack presented these at the August meeting. Discussion was postponed until September.
Jill	6/12/23: check with insurance to make sure we're covered if vendors sell alcoholic beverages (e.g., wine) in unopened containers	
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	
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  
August 14, 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
- Alcoholic Beverages Policy
- Paid Time Off Policy
- Reconsideration Policy
- Resolution Against Book Bans
- New clerk
- Shed

New Business

- SOP for complaint about LD

Other Business

Action Items

Date of Next Meeting- September 11

Adjournment

## Treasurer's Report August 2023

### Account Balances - As of 7/31/2023 (Includes unrealized gains)

Account	7/31/2023 Balance
<b>Bank Accounts</b>	
Friends' GFN	2,741.01
GF National Bank-Cash Checking	68,955.00
GF National CD's-Multi-Year Rede...	50,241.12
<b>TOTAL Bank Accounts</b>	<b>121,937.13</b>
<b>Cash Accounts</b>	
Petty Cash	247.15
<b>TOTAL Cash Accounts</b>	<b>247.15</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	25,168.17
<b>TOTAL Investment Accounts</b>	<b>25,168.17</b>
<b>OVERALL TOTAL</b>	<b>187,352.45</b>

## Budget to Actual

8/1/2023

Category	Actual	2023 Budget	Difference
<b>INCOME</b>	<b>48,448</b>	<b>103,164</b>	<b>-54,716</b>
Copies-Copier & Computer Printing	147	288	-141
Dividends	270	230	40
Interest Received	0	60	-60
<b>Major Revenue</b>	<b>45,887</b>	<b>86,586</b>	<b>-40,699</b>
Argyle School District	0	66,626	-66,626
Argyle Town	12,000	12,000	0
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	7,262	6,060	1,202
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
<b>EXPENSES</b>	<b>94,412</b>	<b>107,181</b>	<b>12,728</b>
Capital Expense	39,375	14,000	-25,375
Donations	100	300	200
Equipment	1,451	7,000	5,549
<b>Major Library</b>	<b>4,286</b>	<b>7,480</b>	<b>3,194</b>
Books	3,100	4,980	1,881
Digital Data	1,067	2,400	1,333
Subscriptions-Magazines	119	100	-19
Membership Fees	200	300	100
Payroll Services	167	225	58
<b>Program Events</b>	<b>595</b>	<b>1,260</b>	<b>665</b>
Special Programs	210	960	750
Summer Prog	385	300	-85
Service Charges (SALS)	1,676	2,300	624
Trustee Training	86	200	114
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	178	240	62
Postage and Delivery	1,012	1,340	328
Printing and Reproduction	311	250	-61
Repairs & Maint	1,960	4,328	2,368
Supplies, Bus-Supplies	927	630	-297
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	35,323	61,500	26,177
Investment Z40348609	20	0	-20
<b>Net Difference:</b>	<b>-46,004</b>	<b>-4,016</b>	<b>-41,988</b>



## Director's Report: August 2023

1. News & Updates:
  - a. Clerk Job/Interviews
    - i. Olivia started on the 24<sup>th</sup>.
    - ii. She's doing great. She should be able to work solo by Sept.
  - b. Handyman Job
    - i. Met with Bill with Phyllis on the 27th.
    - ii. I would like him to do his first inspection in September.
2. Building and maintenance
  - a. Ramp
    - i. I would like to have Bill fix the loose boards on the ramp.
    - ii. When that is complete, I think we could plan a painting party and protect the new wood.
      1. How do we feel about doing a "mural" on the spindles behind the flowers?
3. Grants
  - a. HAW
    - i. Applied for Playaway books.
4. Programing
  - a. Kids:
    - i. Story Time - Going Strong. Sibling Story time is a hit.
  - b. Families:
    - i. Summer Reading
      1. Tie-Dye Quilt Event
        - a. Awesome event. Lots of new faces
          - i. 40 plus attended. So busy it is hard to get an accurate count or take photos.
      2. Regatta
        - a. 6 attended. Not a huge turnout (conflict with other events), but a fun event for the kids who joined us.
      3. Magic Show -
        - a. 30 attended. So fun! Lots of participation with the kids.
      4. STEM maze program this Thursday
        - a. Guest teacher Mark Fredrick from SGF HS (Kids are Argyle Students)
  - c. Adults:
    - i. New knitting Club - Steady attendance and looking good to keep it as a regular program on Thursday evenings.
5. Outreach and Education
  - a. Cornell Cooperative Extension book program.
    - i. They gave us 6 wonderful agriculturally themed picture books to add to our collection.
  - b. Michele Bromley, our new town historian stopped in.
    - i. We chatted about how we can work together to display some of the town's historical artifacts here at the library and possibly hosting an opening for a military veteran banner program they are in the process of planning right now.
  - c. Story Time at the Fair on the 22<sup>nd</sup>
  - d. Working with Audobon Society of the Sothern Adirondacks to get Birding Backpacks
    - i. Backpacks contain info on native birds, locations of local birding spots and binoculars.

## Data Analysis for June 2023

Data Analysis		2022						
		Jan	Feb	Mar	April	May	June	July
<b>Patron Count</b>								
	Kids	72	56	90	107	100	128	135
	Adults	360	234	302	290	275	385	252
	Total:	432	290	392	397	375	513	387
<b>Program Totals</b>								
lego/pi	Family Programs - In Person	4	4	5	7	9	12	7
	In Person Attendance	67	32	98	129	128	112	129
scrabbl	Adult Programs - In Person	1	-	4	4	5	3	8
	In Person Attendance	3	-	17	14	16	10	24
story ti	0-5 Kids Programs - In Person	4	-	4	4	10	8	6
	In Person Attendance	27	-	30	48	66	46	92
robotic	6-12 Kids Programs - In Person		-	2	6	7	1	1
	In Person Attendance	-	-	21	66	14	2	6
	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	170	251
	Total Virtual Attendance	0	0	0	0	15	0	0
<b>Computer Use</b>		21	3	18	20	16	27	18
	computer help	5	2	5	7	4	14	2
<b>Reference Questions</b>		7	8	22	7	13	12	20
<b>WIFI usage</b>								
	Library (Users)	71	69	96	110	125	115	119
	Cossayuna (Users)	83	44	44	115	91	83	58
	Total:	154	113	140	225	216	198	177
<b>Non Library Sponsored Meetings</b>		3	0	2	2	2	2	2

<b>Data Analysis</b>		<b>2023</b>						
		<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>
<b>Item Circulation Statistics</b>								
Audiobooks		10	17	20	9	11	12	16
Adult Book		287	202	333	317	273	400	314
Adult New Books		40	29	63	28	31	55	28
Childrens Book		177	106	273	261	240	300	379
Childrens New Books		8	12	16	33	16	36	28
Childrens Video		17	10	14	7	23	42	25
Childrens New Video		5	4	4	5	5	0	2
Magazine		6	0	9	6	9	21	34
Music		-	10	2	1	5	2	2
Video		54	27	58	40	40	59	43
New Video		12	11	24	17	20	30	28
Realia		2	0	0	0	2	7	2
	<b>Total:</b>	<b>618</b>	<b>428</b>	<b>816</b>	<b>724</b>	<b>675</b>	<b>964</b>	<b>901</b>
<b>Interlibrary Loan</b>								
Received		256	151	280	211	182	303	329
Percentage (estimate)		41%	35%	34%	29%	28%	32%	36%
<b>GALE Usage (sessions)</b>		<b>458</b>	<b>886</b>	<b>817</b>	<b>928</b>	<b>1020</b>	<b>577</b>	<b>487</b>
<b>Overdrive Usage (check outs)</b>								
Audiobooks		140	159	205	205	144	98	57
E-Books							87	95
Magazine							10	26
	<b>Total:</b>						<b>200</b>	<b>178</b>
New Users							5	1