

# **Minutes of the Argyle Free Library Board of Trustees**

## **January 15, 2024**

The meeting was called to order at 6:33 PM by Martha Johnson, President.

Members present: Martha Johnson, Jill Elliott, Joanne McDowell, Tara Keleher, Karen Mattison, Patricia Hall, Wes Craig, Sandy Smith and Phyllis Snell.

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

**Public Comment Period:** No comments

### **Minutes of Past Meeting**

Minutes of our December meeting were reviewed. Phyllis motioned to approve them, Patty seconded, and the vote was unanimous.

### **Board Calendar**

Martha reviewed the upcoming tasks. Strategic Planning Committee needs to be formed.

### **Treasurer's Report**

See Attachment 2 for the detailed treasurer reports. Jill reported a good amount of donations have been received. Postage is over budget but it will even out next year.

### **Library Director Report:**

See Attachment 3 for the complete Library Director's report. Faith has done employee reviews and will be meeting with the staff this week. Bill is coming by to do a large items dump run. Jess and Faith will go through the attic and do annual reorganization on Saturday. Cardboard and dump run thereafter will have to be done. Teens are having fun with the monthly activities. 1<sup>st</sup> Books and Brews at the Scotlander went well. It was a slow start but hoping it will be of interest in the future. SALS checks for summer reading and OATS will be coming in/has come in. More money has been received for the Senior Technology Open House. \$3000 has been promised from the Home for Aged Women for Audiobooks and will be used for Playaways.

### **Committee Reports**

- **Friends of the Library:** Hiatus currently. First meeting will be in March to talk about fundraising. Please send fundraising ideas to Carol.
- **Investment Committee:** Reviewed balances.

### **Annual Meeting**

Renew expiring trustee terms- Joanne McDowell, Sandy Smith, Martha Johnson. Jill moved to approve terms and Phyllis seconded. Passed unanimously.

### **Slate of Officer's for Annual Meeting in January:**

- President: Phyllis Snell
- Vice President: Joanne McDowell
- Secretary: Karen Mattison
- Treasurer: Jill Elliott

Sandy motioned Tara seconded, passed unanimously.

**2024 Meeting Dates** (third Monday of every month)- Feb. 19, March 18, April 15, May 20, June 17, July 15, Aug. 19, Sept. 16, Oct. 21, Nov. 18, Dec. 16, Jan. 20, 2025

Dates for this year's meetings were approved. Joanne moved, Sandy Seconded. Passed unanimously.

Signed conflict of interest forms – Faith to change stationary and website with new information.

### **Old Business:**

- **Library Programming & Display Policy:** Grammatical errors to be sent to Martha. Discussion on the procedure occurred. Addition of “In the event the policy was not followed, disciplinary action will be handled by the Board of Trustees Personnel Committee.” Motion to accept this policy with 8B as worded above Phyllis moved, Joanne seconded. Passed unanimously.
- **Strategic Planning Committee:** Phyllis volunteered to be on the committee, need to survey the community. Martha will be on the committee as well as Faith and Patty.

**New Business: None**

### **Other Business:**

- **Martha – leaving the president position after 6 years. Gave a recap of changes made over the years.**
- **We asked the town for more money and we received \$2000 additional dollars.**
- **Homework to read the SALS Handbook – pages 1-8 for next meeting**
- **2 Hours of trustee training required per year. Faith will send the free ones. Patty and Wes to do AI training in February. Sexual Harassment is suggested to do together at the library since the state requires an interactive component.**

**Action Item Review:** See below.

The next meeting will be February 19 at 6:30 PM.

The meeting was adjourned at 7:29 PM. Jill moved, Tara seconded.

Respectfully submitted,

Karen Mattison, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Martha	12/11/23: look into security camera policy, coordinate with Fatih	
Martha	12/11/23: check with SALS to find out why they recommend we buy cyber insurance	1/15/24: Jill – Insurance agent needs limit of coverage – need to check with SALS
Personnel Committee	10/9/23: modify personnel policy to link the timing of personnel raises to their annual review, which was changed to take place every February instead of on their hire date 5/10/21: work on employee handbook to minimize redundancies with policies and avoid inconsistencies as they are updated	12/11/23: need a personnel policy; Faith plans to do the reviews in January even if the policy isn't in place by then 1/15/24 Reviews Done and redundancies will be rolled into Personnel Policy
Phyllis, Faith	3/22/23: ask the village board for an increase in the amount they give to the library	12/11/23: will do at their March meeting 5/8/23: Phyllis and Faith will do this 1/15/24 – will do in March – 1 <sup>st</sup> Monday
Bylaws Committee	1/9/23: modify bylaws to state that only board members can be signatories on financial or legal documents	
Strategic Planning Committee	Survey the community	
Faith	Update stationary and website for new officer information	

Argyle Free Library  
Trustees Meeting Agenda  
January 15, 2024

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 (quarterly)

Annual Meeting

- Renew expiring trustee terms- Joanne McDowell, Sandy Smith, Martha Johnson
- Elect board officers for 2024; Phyllis Snell- President, Joanne McDowell- Vice President, Jill Elliot- Treasurer, Karen Mattison- Secretary
- Approve 2024 meeting dates (third Monday of every month)- Feb. 19, March 18, April 15, May 20, June 17, July 15, Aug. 19, Sept. 16, Oct. 21, Nov. 18, Dec. 16, Jan. 20, 2025
- Sign Conflict of Interest Form

Old Business

- Reconsideration of Programming and Displays Policy

New Business

Other Business

Action Items

Date of Next Meeting- February 19

Adjournment

**2023 Budget to Actual - 2023**  
1/1/2023 through 12/31/2023 Using 2023

1/14/2024

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Category	Actual	2023 Budget	Difference
<b>INCOME</b>	<b>142,692</b>	<b>103,164</b>	<b>39,528</b>
Copies-Copier & Computer Printing	248	288	-40
Dividends	270	230	40
Interest Received	0	60	-60
<b>Major Revenue</b>	<b>123,733</b>	<b>86,586</b>	<b>37,147</b>
Argyle School District	67,509	66,626	883
Argyle Town	12,000	12,000	0
Argyle Village	500	500	0
Donations-Fund Raising & Gifts	15,101	6,060	9,041
Grants	26,902	0	26,902
New York State-SALS	1,721	1,400	321
Transfer from Investments	16,000	16,000	0
<b>EXPENSES</b>	<b>134,008</b>	<b>111,509</b>	<b>-22,500</b>
Capital Expense	39,375	14,000	-25,375
Donations	200	300	100
Equipment	2,061	7,000	4,939
<b>Major Library</b>	<b>7,052</b>	<b>7,480</b>	<b>427</b>
Books	5,045	4,980	-65
Digital Data	1,889	2,400	511
Subscriptions-Magazines	119	100	-19
Membership Fees	200	300	100
Payroll Services	167	225	58
<b>Program Events</b>	<b>2,178</b>	<b>1,260</b>	<b>-918</b>
Special Programs	1,221	960	-261
Summer Prog	793	300	-493
Service Charges (SALS)	2,921	2,300	-621
Trustee Training	86	200	114
Bus. Insurance	4,217	3,000	-1,217
<b>Employee Benefit, Business-Employee ...</b>	<b>280</b>	<b>656</b>	<b>376</b>
Education	280	656	376
Legal-Prof Fees	0	200	200
Licenses and Permits-License and Per...	380	320	-60
Office	210	240	30
Postage and Delivery	1,664	1,340	-324
Printing and Reproduction	866	250	-616
<b>Repairs &amp; Maint</b>	<b>3,509</b>	<b>4,328</b>	<b>819</b>
Other Repairs & Maint	3,509	0	-3,509
Supplies, Bus-Supplies	1,182	630	-552
Travel, Bus-Business Travel Expense	0	500	500
<b>Utilities, Bus</b>	<b>4,046</b>	<b>5,480</b>	<b>1,434</b>
Electrical Service	2,017	1,800	-217
Heating Oil	1,511	3,000	1,489
Telephone	519	680	161
Wages	61,247	61,500	253
<b>Net Difference:</b>	<b>8,684</b>	<b>-8,344</b>	<b>17,028</b>

## Director's Report: 1/15/2024

1. News & Updates:
  - a. Employee Reviews
    - i. I have given Olivia her review and will be giving Jess hers tomorrow.
    - ii. Let me know if there is anything you would like me to add before I give them a copy of their reviews
  
2. Building and maintenance
  - a. Clean Up
    - i. Bill will be meeting me tomorrow morning to do a dump run of large items.
    - ii. Jess and I will be doing our annual attic clean up and organization next Saturday
    - iii. If anyone would be willing to do a cardboard/dump run next week, that would be helpful.
  
3. Programing
  - a. January's schedule has been posted and sent out to the school. We will have 29 programs this month.
  
  - b. Teen Events:
    - i. Spread Holiday Joy Event:
      1. We gave out 33 cards to the seniors at The Washington Center. The staff provided us with first names and the teen group and after school craft kids decorated cards for them.
    - ii. Hot Cocoa Event:
      3. This was just a great event. The kids are so fun and so polite, and they love coming into the library.
      3. We had several parents thank us for offering this and asking about future programs.
  
  - c. Books and Brews
    - i. Slow start, but the weather was horrible. We had fun and I was so happy to see two board members at the event!
  
4. Financials
  - a. Summer Reading Funding
    - i. SALS sent us \$235 in additional summer reading funding from NY's Love Our Libraries money.
  - b. OATS Funding
    - i. SALS sent us \$223- in additional funding for our Tech Open house hours.
  - c. Bloomin' for Good
    - i. We are the beneficiary for February. Let's hope there are some big valentine flower sales!

## Data Analysis

2023

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
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### Item Circulation Statistics

Audiobooks	10	17	20	9	11	12	16	7	12	12	10	8
Adult Book	287	202	333	317	273	400	314	338	358	255	293	246
Adult New Books	40	29	63	28	31	55	28	50		36	39	41
Childrens Book	177	106	273	261	240	300	379	329	309	314	233	197
Childrens New Books	8	12	16	33	16	36	28	8	12	14	18	12
Childrens Video	17	10	14	7	23	42	25	25	10	20	21	27
Childrens New Video	5	4	4	5	5	0	2	2	6	2	4	1
Magazine	6	0	9	6	9	21	34	11	9	22	10	6
Music	-	10	2	1	5	2	2	6	7	4	0	0
Video	54	27	58	40	40	59	43	41	71	75	92	96
New Video	12	11	24	17	20	30	28	25	18	35	14	35
Realia	2	0	0	0	2	7	2	5	1	2	1	2
Total:	618	428	816	724	675	964	901	847	813	791	735	671

### Interlibrary Loan

Received	256	151	280	211	182	303	329	304	263	error	313	
Percentage (estimate)	41%	35%	34%	29%	28%	32%	36%	36%	32%%		42%	

<b>GALE Usage (sessions)</b>	458	886	817	928	1020	577	487	409	563	814	1477	
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### Overdrive Usage (check outs)

Audiobooks	140	159	205	205	144	98	57	71	86	76	73	63
E-Books						87	95	64	73	72	42	58
Magazine						10	26	15	31	55	60	70
Total:						200	178	150	190	203	175	191
New Users						5	1	1	1	1	0	0