

**Minutes of the Argyle Free Library Board of Trustees**  
**February 20, 2024**

The meeting was called to order at 6:30 PM by Phyllis Snell, President.  
Members present: Phyllis Snell, Martha Johnson, Joanne McDowell, Wes Craig, Jill Elliot and Patty Hall.

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

Attending by Zoom, John Felicetti.

**Public Comment Period:** No comments

**Minutes of Past Meeting**

Minutes of our December meeting were reviewed. Martha motioned for approval and Jill seconded. All voted in favor.

**Board Calendar** Phyllis reviewed the activities for March: Investment Review, Annual Treasurer's Review.

**Treasurer's Report** Jill noted we had an actual carry over from last year of \$8684, more than previously estimated, We received the grant from the Home for Aged Women to buy Audio Books.

**Library Director Report:** We reviewed the annual report. Faith answered questions. Jill motioned to approve and Martha seconded. All voted in favor. Because of the annual report we were reminded we need a disaster plan. Faith also announced that the attic has had its annual cleaning. There is a plan to use storage containers for cloth items to protect from mouse damage. Faith asked about moving garbage pick up to once a week. Also noted, passersby are throwing garbage into the library cans. Since has to be bagged up we considered two solutions- a locking can and/or a separate can with a bag liner in it. Faith will look into this.  
Faith is considering a recipe exchange program.  
Phyllis and Faith asked the Village Board for an increase in their annual contribution to the library, but others were also asking for an increase.

**Committee Reports**

**Friends of the Library:** Fund raising ideas include: a read-a-thon; May25th plant and bake sale with basket raffle; partnering with The Scotlander to do a fundraiser; and for yard sale weekend a hot drinks and bake sale.

Kindergarten book bags. The prices for books have skyrocketed. Faith and Carol will work together to find good pricing. The FOL requested \$150 to buy 64 books. Jill motioned and Patty seconded and all voted in favor.

**Investment Committee:** The board will need to review our investments next month.

**Building Committee.** No report

**Old Business:** No old business.

**New Business:** Martha made a motion for staff raises as discussed. Wes seconded. The board voted in favor. The Senior Library Clerk received a performance based increase and the Junior Library Clerk received an increase to new state mandated minimum wage.

**Other Business:** Trustee Handbook. We started reading the Library Trustee Handbook as a group. For this meeting we covered up to page 8. We will cover pages 9 to 19 for our next meeting.

Building Maintenance. The handrail will be painted as weather allows. Bill will be doing a regular check of the building and report any thing that needs repair.

**Action Item Review:** See below.

The next meeting will be March 18 at 6:30 PM.

The meeting was adjourned at 7:30 PM. Martha moved and Patty seconded. Motion passed with full approval.

Respectfully submitted,

Joanne McDowell, Vice President

| Bill  | 2/19/24 Paint railing, weather allowing. Inspect building, forward any recommendations.      |  |
|-------|--|--|
| Board | 2/19/24 Read pages 9-19 in Trustee Handbook.   |  |
| Faith | 2/19/24 Request weekly garbage pick up. Check in to getting larger cans and/or locking cans. |  |

|                              |   |  |
|------------------------------|---|--|
| Martha                       | 12/11/23: look into security camera policy, coordinate with Faith   |  |
| 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<br><br>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<br>5/8/23: Phyllis and Faith will do this<br>1/15/24 – will do in March – 1 <sup>st</sup> Monday<br>2/18/24 Done and Awaiting answer.                   |
| Bylaws Committee             | 1/9/23: modify bylaws to state that only board members can be signatories on financial or legal documents   | 2/18/24 Martha and Joanne will do this for next month.   |
| Strategic Planning Committee | Survey the community  | 2/18/24 Not started  |
| Faith                        | Update stationary and website for new officer information   | 2/18/24 Faith will send to John  |

**Argyle Free Library  
Trustees Meeting Agenda  
February 19, 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
- Fundraising Committee

Old Business

New Business

- Annual Report vote
- Approve Jess' increase

Other Business

- Handbook Reading pages 1-8 (questions or comments?)
- Review pages 9-19 for March meeting

Action Item Review

Date of Next Meeting - March 18 at 6:30 pm

Adjournment

# Budget to Actual 2024 - Current Year

1/1/2024 through 12/31/2024 Using 2024

2/16/2024

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| Category                                | Actual        | 2024<br>Budget | Difference     |
|---|---------------|----------------|----------------|
| <b>INCOME</b>                           | <b>6,886</b>  | <b>103,915</b> | <b>-97,029</b> |
| Copies-Copier & Computer Printing       | 46            | 300            | -254           |
| Dividends                               | 0             | 270            | -270           |
| Major Revenue                           | <b>6,565</b>  | <b>95,345</b>  | <b>-88,780</b> |
| Argyle School District                  | 0             | 69,245         | -69,245        |
| Argyle Town                             | 0             | 14,000         | -14,000        |
| Argyle Village                          | 0             | 500            | -500           |
| Donations-Fund Raising & Gifts          | 3,565         | 10,200         | -6,635         |
| Grants                                  | 3,000         | 0              | 3,000          |
| New York State-SALS                     | 0             | 1,400          | -1,400         |
| Transfer from Investments               | 0             | 8,000          | -8,000         |
| <b>EXPENSES</b>                         | <b>12,007</b> | <b>107,620</b> | <b>95,613</b>  |
| Capital Expense                         | 0             | 8,000          | 8,000          |
| Donations                               | 0             | 300            | 300            |
| Equipment                               | 11            | 2,125          | 2,114          |
| Major Library                           | <b>535</b>    | <b>7,246</b>   | <b>6,711</b>   |
| Books                                   | 391           | 4,500          | 4,109          |
| Digital Data                            | 145           | 0              | -145           |
| Digital Media-ebooks/Overdrive          | 0             | 696            | 696            |
| DVD and Audiobooks                      | 0             | 2,000          | 2,000          |
| Subscriptions-Magazines                 | 0             | 50             | 50             |
| Membership Fees                         | 150           | 0              | -150           |
| Payroll Services                        | 164           | 225            | 61             |
| Program Events                          | <b>100</b>    | <b>1,200</b>   | <b>1,100</b>   |
| Regular Programs                        | 59            | 300            | 241            |
| Special Programs                        | 41            | 500            | 459            |
| Summer Prog                             | 0             | 400            | 400            |
| Service Charges (SALS)                  | 249           | 3,061          | 2,812          |
| Training, Required                      | 0             | 200            | 200            |
| Bus. Insurance                          | 0             | 4,508          | 4,508          |
| Employee Benefit, Business-Employee ... | <b>0</b>      | <b>700</b>     | <b>700</b>     |
| Education                               | 0             | 600            | 600            |
| Membership Fees                         | 0             | 100            | 100            |
| Legal-Prof Fees                         | 0             | 200            | 200            |
| Office                                  | 5             | 210            | 205            |
| Postage and Delivery                    | 0             | 1,500          | 1,500          |
| Printing and Reproduction               | 0             | 1,800          | 1,800          |
| Repairs & Maint                         | <b>30</b>     | <b>3,500</b>   | <b>3,470</b>   |
| Other Repairs & Maint                   | 30            | 0              | -30            |
| Supplies, Bus-Supplies                  | 17            | 375            | 358            |
| Utilities, Bus                          | <b>2,619</b>  | <b>6,470</b>   | <b>3,851</b>   |
| Electrical Service                      | 2,000         | 2,000          | 0              |
| Heating Oil                             | 619           | 3,500          | 2,881          |
| Security System                         | 0             | 130            | 130            |
| Telephone                               | 0             | 690            | 690            |
| Video Conference                        | 0             | 150            | 150            |
| Wages                                   | 7,852         | 66,000         | 58,148         |
| <b>Net Difference:</b>                  | <b>-5,121</b> | <b>-3,705</b>  | <b>-1,416</b>  |

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

1. News & Updates:
  - a. Annual Report
    - i. I received edits from Wes and Jill and will include those in the final report.
    - ii. Any other edits?
  
2. Building and maintenance
  - a. Clean Up
    - i. Jess and I cleaned the attic. We are going to need another dump run to dispose of the holiday decor etc.. that was nested in by mice. We did not find any new mouse sign.
    - ii. Someone dumped a TV outside by the bushes.
      2. Would anyone be willing to dispose of it?
  - b. Garbage
    - i. Can we increase our pick up to once a week? It will likely be the same number of bags, but we will be able to close the cans.
    - ii. We may want to think about a locking garbage can so we aren't disposing of the communities waste.
  - c. Snow removal
    - i. Yard has been consistently torn up by plowing over it.
    - ii. If there is only a small amount of snow, we have been shoveling it ourselves.
      2. This isn't really a problem, but it does mean having staff come in early or having me run over to shovel.
      2. Should we ask for shoveling to happen every time it snows? Can we afford that?
  
3. Programing
  - a. Feb schedule has been posted and sent out to the school. We will have 27 programs this month.
    - i. Trying out a recipe exchange event.
  
4. Financials
  - a. Village Contribution
    - i. Phyliss and I attended the village board meeting and asked for an increase in our funding. They seemed receptive, but the legion was also there asking for an increase in funding, so we will see.

