

Minutes of the Argyle Free Library Board of Trustees

October 9, 2023

The meeting was called to order at 6:37 PM by Martha Johnson, President.

Members present: Martha Johnson, Joanne McDowell, Jill Elliott, Julie Gann, Karen Mattison, and Phyllis Snell.

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

Public Comment Period: no public comments were made

Minutes of Past Meeting

Minutes of our September meeting were reviewed. Jill motioned to approve them with minor changes, Julie seconded, and the vote was unanimous. Karen will make those changes and send the updated September minutes.

Board Calendar

Jill will start preparing the 2024 budget. Staff annual reviews will be changed to take place every February, instead of on their hire date. The Personnel Committee will modify the Personnel policy to link the timing of personnel raises to their annual review. Faith provided a handout of the Annual Technology Report.

Treasurer's Report

See Attachment 2 for the detailed treasurer reports. Jill reported that the annual tax levy was received and deposited.

Library Director Report:

See Attachment 3 for the complete Library Director's report. The apple tree needs to be cut down so the shed can be brought in. The Maintenance Committee got a couple of quotes for doing this. Jill made a motion for Matt to cut the tree down and remove the debris for \$475. Karen seconded the motion, and it passed unanimously. The logs will be left for people to pick up and use for firewood. Faith is making a monthly handout describing the upcoming programs. For privacy reasons, she can't mail the handout to all library card holders, but she will start a list of emails for a newsletter which will include the programs handout. Volunteers are needed to make pies for the pie raffle at the 'Boos & Brews' event. Faith's Technology Report says that one computer needs to be replaced in early 2024.

Committee Reports

- **Friends of the Library:** N/A, Carol was not at the meeting.
- **Building Committee:** Bill completed his first building inspection. He repaired some molding on the back door, and did a little spot painting. John F. fixed the front door railing and repainted.

- **Investment Committee:** See Attachment 2 for details. The investments have dropped a little since we started in January. The original value was \$25,000 and the current value is \$22,195. The committee suggested not making any changes at this time, due to the current market turmoil. Hopefully things will settle down by January, and we will make our recommendations then.

Old Business:

- **Paid Time Off Policy:** The draft policy was discussed. The title of the policy will be changed to “Time Off” policy and will include both paid and unpaid time off. We discussed clarifying the purpose of this policy, clearly defining who qualifies for the various types of time off (position, minimum time since hired, etc.), how Paid Family Leave relates to this policy, how time off is allowed to be accumulated (set number of hours vs percentage), and whether unused time off is lost or if those hours are paid to the employee. Jill said that the library does have a policy for Paid Family Leave, and that money is taken out of employees’ pay checks to cover that. Faith will revise the draft policy.
- **Alcoholic Beverages & Building Use Policies:** The Board decided to keep our current building use policy as is and not allow alcoholic beverages in the building. Fundraisers where alcohol might be desired can take place at other locations, such as the Boos & Brews event.
- **Programming & Display Policy:** A draft of this was sent out a couple of months ago, and is similar to our collection policy. Martha will re-send this draft policy and will include it in November’s agenda.
- **Trustee Selection Policy:** After some discussion, the board decided that a policy for this is not needed. Karen said that Patricia Hall was interested in becoming a trustee, and Faith said a couple of people had expressed interest to her.
- **LD Complaint SOP:** Faith will get an example from SALS for the Personnel Committee to use as a starting point for our SOP.
- **Fundraising Letter Mailing:** John completed the fundraising letter, and it is excellent! Martha will check the envelopes to see if we have enough for the mailing, and if not, will order more. Jill motioned that we spend up to \$1,000 on envelopes, Joanne seconded the motion, and it was agreed to unanimously. We agreed to meet on Sunday, November 5 at 1:00PM to stuff the envelopes.
- **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:

- **New Trustee Recruitment:** See above for a discussion on this. John said that Lynn Jackson might also be interested.
- **LD Pay Increase:** The board will go into executive session at the end of the meeting to discuss this.
- **Professional Insurance Coverage for Book Challenge Lawsuits:** After reading the information from SALS, the board agreed that this was not necessary.
- **Annual Technology Report by LD:** see above
- **Pump Septic Tank:** This was due this summer, but wasn't included in the budget. Jill will include this item in the budget for summer 2024.

Other Business:

- **Shed:** Someone asked if there are any code requirements for the shed we're planning to put in the back side yard. The answer was 'no'.
- **Staff Hours Increase:** There's been a increase in the number of clerks' hours in the past years. Julie asked when that increase in hours was discussed/approved by the board. Faith responded that the board had agreed that she could adjust staff hours as long as she stayed within budget. Faith adds a little buffer to the hours budgeted to help with programming, etc.

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

The next meeting will be November 13 at 6:30 PM.

The meeting was adjourned at 8:32 PM.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Jill	10/9/23: include pumping septic tank, looking for leach field in the 2024 budget	
Personnel Committee, Faith	10/9/23: Personnel Committee to prepare an SOP for LD Complaints, Faith will get an example from SALS for them to use as a starting point	
Faith	10/9/23: start an email list for a monthly newsletter that will include the upcoming programs handout	

Action Items		
Person Responsible	Task	Status / Notes
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	
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	
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

Action Items		
Person Responsible	Task	Status / Notes
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
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
October 9, 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 - quarterly

Old Business

- Paid Time Off Policy
- Alcoholic Beverages Policy/ Building Use Policy
- Programming and Display Policy
- Trustee Selection Policy
- LD complaint SOP
- Fundraising letter mailing

New Business

- New trustee recruitment
- LD pay increase
- Professional insurance coverage- book challenge lawsuits
- Annual technology report by LD
- Pump septic tank

Other Business

Action Items

Date of Next Meeting- November 13

Adjournment

Treasurer's Report October 2023

Account Balances - As of 9/30/2023 (Includes unrealized gains)

Account	9/30/2023 Balance
Bank Accounts	
Friends' GFN	2,298.03
GF National Bank-Cash Checking	57,406.59
GF National CD's-Multi-Year Rede...	50,241.12
TOTAL Bank Accounts	109,945.74
Cash Accounts	
Petty Cash	220.84
TOTAL Cash Accounts	220.84
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
Investment Accounts	
Investment Z40348609	23,122.92
TOTAL Investment Accounts	23,122.92
OVERALL TOTAL	173,289.50

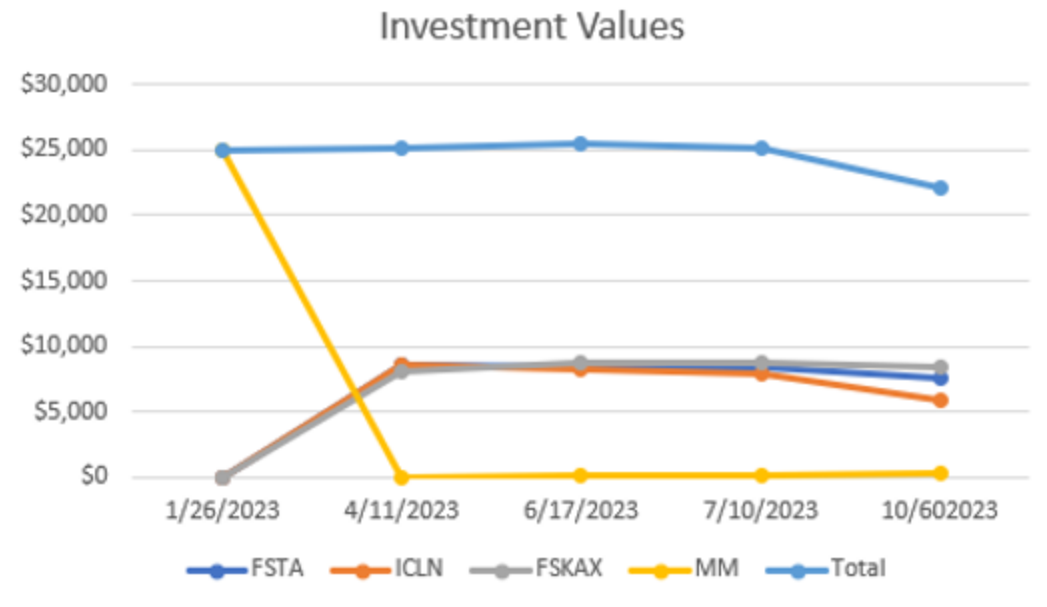
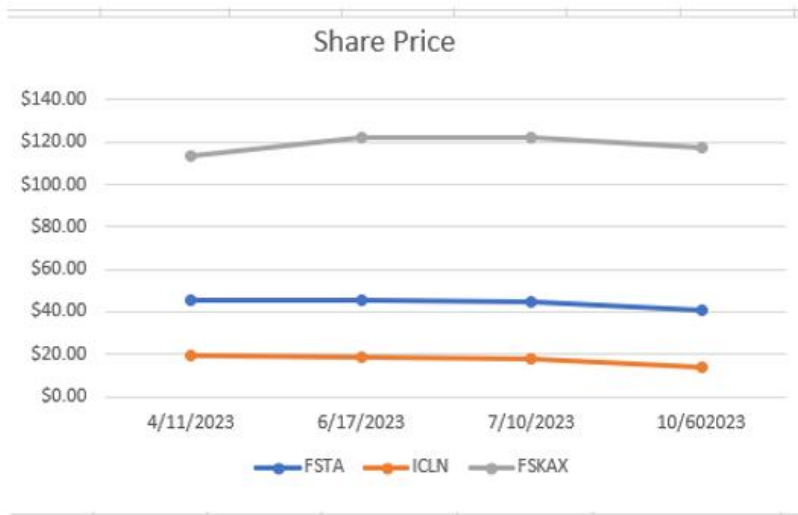
Budget to Actual

10/5/2023

Category	Actual	2023 Budget	Difference
INCOME	118,497	103,164	15,333
Copies-Copier & Computer Printing	180	288	-108
Dividends	270	230	40
Interest Received	0	60	-60
Major Revenue	115,504	86,586	28,918
Argyle School District	67,509	66,626	883
Argyle Town	12,000	12,000	0
Argyle Village	500	500	0
Donations-Fund Raising & Gifts	7,433	6,060	1,373
Grants	26,625	0	26,625
New York State-SALS	1,437	1,400	37
Transfer from Investments	0	16,000	-16,000
Investment Z40348609	172	0	172
EXPENSES	108,402	107,181	-5,352
Capital Expense	39,375	14,000	-25,375
Donations	100	300	200
Equipment	1,473	7,000	5,527
Major Library	5,331	7,480	2,148
Books	3,911	4,980	1,069
Digital Data	1,301	2,400	1,099
Subscriptions-Magazines	119	100	-19
Membership Fees	200	300	100
Payroll Services	167	225	58
Program Events	1,233	1,260	27
Special Programs	439	960	521
Summer Prog	793	300	-493
Service Charges (SALS)	2,174	2,300	126
Trustee Training	86	200	114
Bus. Insurance	3,233	3,000	-233
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	187	240	53
Postage and Delivery	1,012	1,340	328
Printing and Reproduction	311	250	-61
Repairs & Maint	2,508	4,328	1,820
Supplies, Bus-Supplies	974	630	-344
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	45,965	61,500	15,535
Investment Z40348609	2,066	0	-2,066
Net Difference:	5,964	-4,016	9,981

October 2023

	FSTA Fidelity Consumer Staples ETF			ICLN Ishares Clean Energy ETF			FSKAX Fidelity Total Market Index Fund			Remaining Money Market	Total
	FSTA			ICLN			FSKAX			MM	TOTAL
	Value	\$/Share	# Shares	Value	\$/Share	# Shares	Value	\$/Share	# Shares		
10/602023	\$7,600	\$40.64		\$5,935	\$13.52		\$8,463	\$117.80		\$197	\$22,195
7/10/2023	\$8,409	\$44.97		\$7,972	\$18.16		\$8,776	\$122.16		\$142	\$25,300
6/17/2023	\$8,479	\$45.34		\$8,236	\$18.76		\$8,752	\$121.83		\$92	\$25,558
4/11/2023	\$8,518	\$45.59	187.000	\$8,525	\$19.42	439.000	\$8,138	\$113.50	71.838	\$8	\$25,189
1/26/2023										\$25,000	\$25,000



Director's Report: October 2023

1. News & Updates:
 - a. Banned Book week was a success, and it was nice to engage with many of our patrons about the topic
The kids were all appalled, and the adults were all supportive!
2. Building and maintenance
 - a. Bill did his first inspection with me and found some new issues
 - i. All was reported to the building committee who have that info
 - b. Apple trees
 - i. Matt quoted \$475
 2. Can't grind the stumps but will get them down as low as he can with a chain saw.
 2. Will remove small sticks and leave logs
 - ii. Goose Island quoted \$725
 2. \$100 less if he leaves the logs
 2. Stumps ground
3. Programing
 - a. New schedule has been posted and sent out to the school. I plan to make a monthly event "calendar" every month to post and share.
 - b. Thistle Day
 - i. It went really well!
 3. Totally exhausting.
 3. Great community event and I think it is really good for the library to be involved.
 - c. Boos and Brews
 - i. Very excited to collaborate with Scotlander
 3. We need pies to raffle!
4. Outreach and Education
 - a. The Adirondack Health Initiative will be hosting a Teen program at the library
 - i. We are painting pumpkins
 - ii. They will be encouraging kids not to smoke
 - b. Audubon Society
 - i. Birding backpack will be available at the library!

Data Analysis for September 2023

Data Analysis	2023									
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	
Patron Count										
Kids	72	56	90	107	100	128	135	277	297	
Adults	360	234	302	290	275	385	252	191	121	
Total:	432	290	392	397	375	513	387	468	418	
Program Totals										
Family Programs - In Person	4	4	5	7	9	12	7	8	6	
In Person Attendance	67	32	98	129	128	112	129	144	72	
Adult Programs - In Person	1	-	4	4	5	3	8	9	6	
In Person Attendance	3	-	17	14	16	10	24	30	28	
0-5 Kids Programs - In Person	4	-	4	4	10	8	6	8	8	
In Person Attendance	27	-	30	48	66	46	92	81	64	
6-12 Kids Programs - In Person	-	-	2	6	7	1	1	1	1	
In Person Attendance	-	-	21	66	14	2	6	28	8	
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	283	172	
Total Virtual Attendance	0	0	0	0	15	0	0	0	0	
Computer Use	21	3	18	20	16	27	18	20	16	
computer help	5	2	5	7	4	14	2	4	4	
Reference Questions	7	8	22	7	13	12	20	17	21	
WIFI usage										
Library (Users)	71	69	96	110	125	115	119	163	176	
Cossayuna (Users)	83	44	44	115	91	83	58	86	54	
Total:	154	113	140	225	216	198	177	249	230	
Non Library Sponsored Meetings	3	0	2	2	2	2	2	2	2	

Data Analysis	2023									
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	
Item Circulation Statistics										
Audiobooks	10	17	20	9	11	12	16	7	12	
Adult Book	287	202	333	317	273	400	314	338	358	
Adult New Books	40	29	63	28	31	55	28	50		
Childrens Book	177	106	273	261	240	300	379	329	309	
Childrens New Books	8	12	16	33	16	36	28	8	12	
Childrens Video	17	10	14	7	23	42	25	25	10	
Childrens New Video	5	4	4	5	5	0	2	2	6	
Magazine	6	0	9	6	9	21	34	11	9	
Music	-	10	2	1	5	2	2	6	7	
Video	54	27	58	40	40	59	43	41	71	
New Video	12	11	24	17	20	30	28	25	18	
Realia	2	0	0	0	2	7	2	5	1	
Total:	618	428	816	724	675	964	901	847	813	
Interlibrary Loan										
Received	256	151	280	211	182	303	329	304	263	
Percentage (estimate)	41%	35%	34%	29%	28%	32%	36%	36%	32%%	
GALE Usage (sessions)										
	458	886	817	928	1020	577	487	409	563	
Overdrive Usage (check outs)										
Audiobooks	140	159	205	205	144	98	57	71		
E-Books						87	95	64		
Magazine						10	26	15		
Total:						200	178	150	0	
New Users						5	1	1		