

Minutes of the Argyle Free Library Board of Trustees

December 11, 2023

The meeting was called to order at 6:34 PM by Martha Johnson, President.

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

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

Public Comment Period: some members of the public attended, but had no comments

Minutes of Past Meeting

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

Board Calendar

Martha reviewed the upcoming tasks.

Treasurer's Report

See Attachment 2 for the detailed treasurer reports. Jill reported that donations are coming in. Faith asked if the snow removal person was on-board yet, as he didn't shovel the sidewalk and entry path this morning. Jill said that he has been contacted about snow removal for this winter and is on-board with it.

Library Director Report:

See Attachment 3 for the complete Library Director's report. Faith reported that mice are back in the attic and have gotten into the Christmas decorations. The school is sending the library program schedule home with the students every month, so the parents know when the various events are happening. Rachel Vogel, a local author, wrote a children's book about racoons. She came to the library for a program featuring her book. The Black Friday Christmas crafting event had a lot of participants, and Faith is considering making this an annual event.

Committee Reports

- **Friends of the Library:** Members of the FOL volunteered at yesterday's Country Christmas event. Faith has asked the FOL for \$150 for the children to make greeting cards for the Washington Center residents. Jill made this motion, Karen seconded it, and it passed unanimously.
- **Building Committee:** Karen reported that installation of the storage shed is on hold until spring.
- **Investment Committee:** Next quarterly report is due at the January meeting.

Old Business:

- **2024 Budget:** No one had any changes to the draft budget presented at last month's meeting. Jill answered a question about the septic tank pumping that's scheduled for Spring 2024, replying the maintenance line item in the budget contains the money for the septic work. Jill made a motion that the board approve the 2024 budget, Karen seconded the motion, and it passed unanimously.
- **Programming & Display Policy:** Discussion on this was moved to January.
- **Number of Trustees / New Trustee Recruitment:** Four members of the public attended this meeting and are considering joining the board. No further discussion is needed.
- **Bylaws:** This was on the agenda because there had been some discussion about changing the number of trustees on the board. It was agreed that no change is needed.
- **Cyber Insurance:** Faith will send Jill the details on the SimpliSafe system that has been installed at the library. However, this is for the building insurance, not cyber insurance. SALS is encouraging libraries to buy cyber insurance. Since our library computers do not contain patron or other personal information (this is all on the SALS server), and Faith backs her files up to the cloud, it is not clear why we should pay for cyber insurance. Martha will contact SALS about this.
- **Slate of Officer's for Annual Meeting in January: The following is the proposed slate of officers to be voted on at January's annual meeting:**
 - President: Phyllis Snell
 - Vice President: Joanne McDowell
 - Secretary: Karen Mattison
 - Treasurer: Jill Elliott.
- **Security Camera Policy:** Martha will look into this, and will coordinate with Faith.
- **Patron Complaint Policy:** Martha had sent out a draft of this policy prior to the meeting. Some minor wording changes were recommended. Jill motioned to approve the policy with the noted changes, Karen seconded the motion, and it passed unanimously. It was agreed that the policy only, without the complaint form, would be posted on the library's website. When a patron wants to file a complaint, the librarian on duty will provide the complaint form. Martha also suggested that we think about ways for patrons to compliment the staff. Some suggestions were to put cards at the front desk that patrons could fill out and post on the bulletin board, and maybe do something on the "Love Your Library" day.

New Business:

- **Approve New Trustees:** Karen motioned for Patty Hall to serve the remainder of Jack's term as trustee, Phyllis seconded the motion, and the vote was unanimous. Julie

has resigned, effective as of the end of 2023, so Jill nominated Tara Keleher as a new trustee to start in January. Karen seconded the nomination, and the vote was unanimous. In addition, Karen nominated Wes Craig to become a trustee, starting in January. Phyllis seconded the motion, and the vote was unanimous.

- **Committee Membership:** Because of Jack and Julie’s resignations, we need new members for some committees. Wes volunteered to join Karen on the Building Committee. Karen volunteered to join Sandy on the Investment Committee. Julie will work with Fidelity to replace Julie’s name on the account with Karen’s.
- **Joint “Unite Against Book Bans”:** If we join this organization, they will add our library’s name to their website: This would be a show of support only - there is no action or obligation on our part for anything else if we join this organization. Karen motioned to join this organization, Julie seconded the motion, and it passed unanimously. Faith will do the paperwork.

Other Business:

- **Meeting Schedule:** Joanne has taken a new job, and their board meets the same day as ours. So we need to change our meeting date so Joanne can attend. Martha motioned that the board meet the third Monday of every month, Phyllis seconded the motion, and it passed unanimously.

Action Item Review: See below.

The next meeting will be January 15 at 6:30 PM.

The meeting was adjourned at 7:40 PM.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Faith	12/11/23: Faith do the paperwork for the library to join the “Unite Against Book Bans” organization	
Martha	12/11/23: look into security camera policy, coordinate with Fatih	
Faith	12/11/23: Send Jill the details of the SimpliSafe cameras, etc. installed at the library so Jill can see if that changes our rate	
Martha	12/11/23: check with SALS to find out why they recommend we buy cyber insurance	

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	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
Faith	8/14/23: send Julie offer letters for Bill and Olivia to keep in the files	12/11/23: will do soon
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
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	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	12/11/23: Faith will send Jill the info on SimpliSafe 11/13/23: Jill will call the insurance company in conjunction with another inquiry 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	<p>10/13/23: Personnel Policy should be started prior to closing out the handbook</p> <p>5/8/23: work in progress</p> <p>1/9/23: meeting tomorrow to work on it</p> <p>11/14/22: Still working it</p> <p>7/11/22: Phyllis will take over this task</p> <p>1/10/22: Julie needs to work on changes</p> <p>7/26/21: met to discuss, reviewed draft, assigned work</p> <p>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.</p>

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Argyle Free Library
Trustees Meeting Agenda
December 11, 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

- 2024 budget
- Programming and Display Policy
- Number of trustees
- New trustee recruitment
- Bylaws
- Cyber insurance
- Slate of officers for annual meeting in January
- Security camera policy
- Patron Complaint Policy

New Business

- Approve new trustee
- Committees- need new members
- Join Unite Against Book Bans

Other Business

Action Items

Date of Next Meeting- January 15

Adjournment

Treasurer's Report December 2023

Account Balances - As of 11/30/2023 (Includes unrealized gains)

Account	11/30/2023 Balance
Bank Accounts	
Friends' GFN	2,702.03
GF National Bank-Cash Checking	129,928.16
GF National CD's-Multi-Year Rede...	50,241.12
TOTAL Bank Accounts	182,871.31
Cash Accounts	
Petty Cash	69.60
TOTAL Cash Accounts	69.60
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	246,063.83

Budget to Actual

2023 Budget to Actual - Current Year

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

12/10/2023

Category	Actual	2023 Budget	Difference
INCOME	139,809	103,164	36,644
Copies-Copier & Computer Printing	180	288	-108
Dividends	270	230	40
Interest Received	0	60	-60
Major Revenue	120,917	86,586	34,331
Argyle School District	67,509	66,626	883
Argyle Town	12,000	12,000	0
Argyle Village	500	500	0
Donations-Fund Raising & Gifts	12,846	6,060	6,786
Grants	26,625	0	26,625
New York State-SALS	1,437	1,400	37
Transfer from Investments	16,000	16,000	0
EXPENSES	125,896	111,509	-14,387
Capital Expense	39,375	14,000	-25,375
Donations	200	300	100
Equipment	1,912	7,000	5,088
Major Library	6,489	7,480	991
Books	4,719	4,980	261
Digital Data	1,651	2,400	749
Subscriptions-Magazines	119	100	-19
Membership Fees	200	300	100
Payroll Services	167	225	58
Program Events	1,587	1,260	-327
Special Programs	793	960	167
Summer Prog	793	300	-493
Service Charges (SALS)	2,672	2,300	-372
Trustee Training	86	200	114
Bus. Insurance	3,233	3,000	-233
Employee Benefit, Business-Employee ...	280	656	376
Education	280	656	376
Legal-Prof Fees	0	200	200
Licenses and Permits-License and Per...	380	320	-60
Office	205	240	35
Postage and Delivery	1,012	1,340	328
Printing and Reproduction	866	250	-616
Repairs & Maint	2,933	4,328	1,395
Other Repairs & Maint	2,933	0	-2,933
Supplies, Bus-Supplies	1,073	630	-443
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	3,727	5,480	1,753
Electrical Service	1,845	1,800	-45
Heating Oil	1,511	3,000	1,489
Telephone	371	680	309
Wages	57,332	61,500	4,168
Net Difference:	13,913	-8,344	22,257

Director's Report: December 2023

1. News & Updates:
 - a. What a busy fun month it has been! We are getting the hang of the monthly event schedule and making adjustments to our hours as needed.
 - b. I have started collecting email addresses to send out the event newsletter.
2. Building and maintenance
 - a. We have mice in the attic again... I have traps set. Gross!
3. Programing
 - a. December schedule has been posted and sent out to the school. We will have 21 programs this month.
 - b. The Adirondack Health Initiative Pizza Party
 - i. We had 16 kids over 11 here for the event!
 - ii. The library was FULL and very loud. 😊
 - iii. Teenagers like to play with stuffed animals.. Who knew!
 - c. Author visit by local children's author Rachel Vogel
 - i. Children's book about racoons.
 - ii. Fun event! Author brough cookies and read to the kids.
 - d. Special after Thanksgiving crafting event
 - i. Went very well. Nice way to start the holiday season.
4. Outreach and Education
 - a. Argyle Youth Commission basket raffle
 - i. Attended and ran an activity table for the kids.
 - ii. Great exposure and we got a shout out during the event thanking us for attending and for all we do for the community!
 - b. Country Christmas
 - i. Great attendance. At least 250 people, probably closer to 200.
 - ii. 123 lanterns were made. They were beautiful! Many people came in saying that they had seen them all over town.
 - iii. Wonderful community building event that is well worth the investment.

Data Analysis for November 2023

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov
Patron Count											
Kids	72	56	90	107	100	128	135	277	297	153	143
Adults	360	234	302	290	275	385	252	191	121	322	305
Total:	432	290	392	397	375	513	387	468	418	475	448
Program Totals											
Family Programs - In Person	4	4	5	7	9	12	7	8	6	4	26
In Person Attendance	67	32	98	129	128	112	129	144	72	97	79
Adult Programs - In Person	1	-	4	4	5	3	8	9	6	14	14
In Person Attendance	3	-	17	14	16	10	24	30	28	50	48
0-5 Kids Programs - In Person	4	-	4	4	10	8	6	8	8	10	8
In Person Attendance	27	-	30	48	66	46	92	81	64	70	108
6-12 Kids Programs - In Person	-	-	2	6	7	1	1	1	1	1	6
In Person Attendance	-	-	21	66	14	2	6	28	8	8	66
Children's Programs - T & M	-	-	-	-	1						
Kits Given	-	-	-	-	15						
Teen Programs	-	-	-	-						1	1
In Person Attendance	-	-	-	-						15	15
Virtual Programs	-	-	-	-							
Virtual Attendance	-	-	-	-							
Total In Person Attendance	97	32	166	257	239	170	251	283	172	240	316
Total Virtual Attendance	0	0	0	0	15	0	0	0	0	0	0
Computer Use	21	3	18	20	16	27	18	20	16	24	13
computer help	5	2	5	7	4	14	2	4	4	4	4
Reference Questions	7	8	22	7	13	12	20	17	21	11	21
WIFI usage											
Library (Users)	71	69	96	110	125	115	119	163	176	254	210
Cossayuna (Users)	83	44	44	115	91	83	58	86	54	32	68
Total:	154	113	140	225	216	198	177	249	230	286	278
Non Library Sponsored Meetings	3	0	2	2	2	2	2	2	2	2	3

Attachment 3: Library Director's Report

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov
Item Circulation Statistics											
Audiobooks	10	17	20	9	11	12	16	7	12	12	10
Adult Book	287	202	333	317	273	400	314	338	358	255	293
Adult New Books	40	29	63	28	31	55	28	50		36	39
Childrens Book	177	106	273	261	240	300	379	329	309	314	233
Childrens New Books	8	12	16	33	16	36	28	8	12	14	18
Childrens Video	17	10	14	7	23	42	25	25	10	20	21
Childrens New Video	5	4	4	5	5	0	2	2	6	2	4
Magazine	6	0	9	6	9	21	34	11	9	22	10
Music	-	10	2	1	5	2	2	6	7	4	0
Video	54	27	58	40	40	59	43	41	71	75	92
New Video	12	11	24	17	20	30	28	25	18	35	14
Realia	2	0	0	0	2	7	2	5	1	2	1
Total:	618	428	816	724	675	964	901	847	813	791	735
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%
GALE Usage (sessions)											
	458	886	817	928	1020	577	487	409	563	814	1477
Overdrive Usage (check outs)											
Audiobooks	140	159	205	205	144	98	57	71	86	76	
E-Books						87	95	64	73	72	
Magazine						10	26	15	31	55	
Total:						200	178	150	190	203	0
New Users						5	1	1	1	1	