

Minutes of the Argyle Free Library Board of Trustees

November 13, 2023

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

Members Present: Martha Johnson, Phyllis Snell, Jack Mance, Jill Elliott, Karen Mattison and Sandy Smith via Zoom

Faith St. John, Library Director, Carol Kuhr, Chair of the Friends of the Library and Patricia Hall (in person) and John Felicetti also attended via Zoom.

Public Comment Period: John returned from Holland trip

Minutes of Past Meeting

Minutes of our October meeting were reviewed. 2 edits to be made by Julie. (Investment balance and John included in public comment period)

Besides those corrections –Phyllis motioned to approve the minutes with minor changes, Jack seconded and the vote was unanimous.

Board Calendar Reviewed

Treasurer's Report

Donations are coming in. Reviewed financial review by Nancy Amo.

Library Director Report

Programming – Huge attendance – 8 weekly programs in one month. 29 Programs for November – Calendar out for November and given to the school. Adirondack Health Initiative offered a free night for teens.

Apple trees gone – Matt will be mowing (hasn't billed us yet)

Large items in the attic that need to go to the dump. Martha will help out.

NYLA Conference attended.

SALS Handbooks Distributed

Committee Reports

- **Friends of the Library** –Hibernation until March. Reviewed Columbus day sale numbers.
- **Building Committee** – Trees are gone and we are ready to ask about the crushed stone and shed delivery.

Old Business

- **Paid Time Off Policy** – Faith made requested edits and simplified language. Jill moved to accept. Jack seconded and passed unanimously.

- **Reconsideration of Library and Programming Displays-Events Policy (Programming and Display Policy Addendum)** – will review next month
- **New Trustee Recruitment** – Julie resignation & Jack resignation, we could request SALS to change our Trustee charter requirements – Faith to ask SALS what our charter states. Lynn Jackson was recommended by John – John will make an introduction for Martha. Faith and Karen are putting out feelers.
- **Bylaws** – not required to be reviewed until next year.

New Business

- Pump Septic? Jill to look into cost.
- 2024 Budget – reviewed and questions asked – will vote on in December.
- Cyber Insurance – more affordable now – Jill to ask Kinney for details.
- Slate of Officers for Annual Meeting – Martha stepping down as President
- Security Camera Policy – Faith to get one drawn up – audio is now turned off and footage is only used for security.
- Staff year-end bonuses - \$250 for Faith, \$150 Jess and \$50 Olivia. Sandy makes motion, Jill second and passed unanimously.

Other Business - None

Action Item Review

Next Meeting December 11th at 6:30 PM

The meeting was adjourned – Phyllis motioned, Jill 2nd – passed unanimously and adjourned at 7:50 PM

| 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 | |

| | | |
|-------------------------|--|---|
| 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 | |
| Faith | 8/14/23: send Julie offer letters for Bill and Olivia to keep in the files | 11/13/23: Faith sent Olivia's to Julie & will send Bills |
| 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 |
| 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 |
| Joanne & 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 | 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 |
| Faith & Phyllis | 5/10/21: work on employee handbook to minimize redundancies with policies and avoid inconsistencies as they are updated | 10/13/23: Personnel Policy should be started prior to closing out the handbook. 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. |

Account Balances - As of 11/13/2022

(Includes unrealized gains)

11/13/2022

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| Account | 11/13/2022 Balance |
|-------------------------------------|-----------------------|
| Bank Accounts | |
| Friends' GFN | 3,624.40 |
| GF National Bank-Cash Checking | 126,771.86 |
| GF National CD's-Multi-Year Rede... | 75,573.24 |
| TOTAL Bank Accounts | 205,969.50 |
| Cash Accounts | |
| Petty Cash | 271.04 |
| TOTAL Cash Accounts | 271.04 |
| Asset Accounts | |
| Library Bldg | 40,000.00 |
| TOTAL Asset Accounts | 40,000.00 |
| OVERALL TOTAL | 246,240.54 |

2022 Budget to Actual - Current Year

1/1/2022 through 12/31/2022 Using 2022

11/13/2022

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| Category | Actual | 2022 Budget | Difference |
|--|----------------|----------------|---------------|
| INCOME | 115,714 | 87,144 | 28,570 |
| Copies-Copier & Computer Printing | 342 | 190 | 152 |
| Dividends | 240 | 240 | -0 |
| Fines | 289 | 200 | 89 |
| Major Revenue | 112,188 | 86,514 | 25,674 |
| Argyle School District | 65,320 | 65,320 | 0 |
| Argyle Town | 12,000 | 12,000 | 0 |
| Argyle Village | 500 | 500 | 0 |
| Donations-Fund Raising & Gifts | 21,096 | 7,494 | 13,602 |
| Grants | 6,000 | 0 | 6,000 |
| New York State-SALS | 7,272 | 1,200 | 6,072 |
| Petty Cash | 213 | 0 | 213 |
| EXPENSES | 96,150 | 87,144 | -9,007 |
| Uncategorized | 126 | 0 | -126 |
| Donations | 200 | 300 | 100 |
| Equipment | 3,068 | 1,400 | -1,668 |
| Major Library | 8,061 | 7,480 | -582 |
| Books | 6,642 | 4,980 | -1,662 |
| Digital Data | 1,412 | 2,400 | 988 |
| Subscriptions-Magazines | -4 | 100 | 104 |
| Other Major Library | 12 | 0 | -12 |
| Membership Fees | 223 | 464 | 241 |
| Payroll Services | 173 | 225 | 52 |
| Program Events | 1,682 | 1,100 | -582 |
| Special Programs | 731 | 600 | -131 |
| Summer Prog | 952 | 500 | -452 |
| Service Charges (SALS) | 2,021 | 2,400 | 379 |
| Bus. Insurance | 2,640 | 3,000 | 360 |
| Business Tax | 14,818 | 12,380 | -2,438 |
| Employee Benefit, Business-Employee ... | 391 | 656 | 265 |
| Other Employee Benefit, Business-E... | 391 | 656 | 265 |
| Insurance, Bus-Insurance (non health) | -50 | 0 | 50 |
| Legal-Prof Fees | 0 | 200 | 200 |
| Licenses and Permits-License and Per... | 0 | 320 | 320 |
| Office | 346 | 240 | -106 |
| Postage and Delivery | 637 | 1,194 | 557 |
| Printing and Reproduction | 172 | 250 | 78 |
| Repairs & Maint | 20,078 | 6,763 | -13,315 |
| Supplies, Bus-Supplies | 547 | 630 | 83 |
| Travel, Bus-Business Travel Expense | 0 | 500 | 500 |
| Utilities, Bus | 3,650 | 4,580 | 930 |
| Electrical Service | 1,500 | 1,800 | 300 |
| Heating Oil | 1,470 | 2,100 | 630 |
| Telephone | 680 | 680 | 0 |
| Wages | 34,923 | 43,062 | 8,139 |
| Net Difference: | 19,563 | 0 | 19,563 |

1. News & Updates:
 - a. Our new schedule is doing exactly what we want it to do, bringing people into the library and growing our community. Having this many programs and events every month takes a great deal of planning and on the spot work. The staff is doing an amazing job keeping up!
2. Building and maintenance
 - a. Apple trees
 - i. All Gone
 1. We still have stumps, but since they are Matt's responsibility to mow around, I don't think it is an issue. Might make a little gnome village on one of them next summer.
 2. Still have logs to go to Karen
 - b. Dump Run
 - i. We have several large items that need to go to the dump.
3. Programing
 - a. November schedule has been posted and sent out to the school. We will have 29 programs this month.
 - b. The Adirondack Health Initiative Teen program was a hit
 - i. We had 15 kids here. All over 11, some actual TEENS!
 - ii. We will be having a monthly teen program that the AHI will host and pay for. Yay!!
 - c. Halloween
 - i. We had 60 people come through for trick or treating. Great community building! Several new kids came to story time after learning about it that night.
 - d. Trunk or Treat
 - i. Even though it was freezing and raining, we were part of the community trunk-or-treat at the school, participating with a bunch of other local businesses and organizations. Great visibility!
 - e. Boos and Brews
 - i. Wonderful event! Had a great turnout of both library regulars and new people!
 1. The Scotlander was a great host, and we are considering more collaborations.
 2. Pie raffle made \$234, which isn't much but we have plans to increase
4. Outreach and Education
 - a. NYLA conference was helpful and educational as usual. great connections, great encouragement, learned a lot.

Data Analysis

2023

| | Jan | Feb | Mar | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
|------------------------------------|-----|-----|-----|-------|-----|------|------|-----|------|-----|-----|-----|
| Item Circulation Statistics | | | | | | | | | | | | |
| Audiobooks | 10 | 17 | 20 | 9 | 11 | 12 | 16 | 7 | 12 | 12 | | |
| Adult Book | 287 | 202 | 333 | 317 | 273 | 400 | 314 | 338 | 358 | 255 | | |
| Adult New Books | 40 | 29 | 63 | 28 | 31 | 55 | 28 | 50 | | 36 | | |
| Childrens Book | 177 | 106 | 273 | 261 | 240 | 300 | 379 | 329 | 309 | 314 | | |
| Childrens New Books | 8 | 12 | 16 | 33 | 16 | 36 | 28 | 8 | 12 | 14 | | |
| Childrens Video | 17 | 10 | 14 | 7 | 23 | 42 | 25 | 25 | 10 | 20 | | |
| Childrens New Video | 5 | 4 | 4 | 5 | 5 | 0 | 2 | 2 | 6 | 2 | | |
| Magazine | 6 | 0 | 9 | 6 | 9 | 21 | 34 | 11 | 9 | 22 | | |
| Music | - | 10 | 2 | 1 | 5 | 2 | 2 | 6 | 7 | 4 | | |
| Video | 54 | 27 | 58 | 40 | 40 | 59 | 43 | 41 | 71 | 75 | | |
| New Video | 12 | 11 | 24 | 17 | 20 | 30 | 28 | 25 | 18 | 35 | | |
| Realia | 2 | 0 | 0 | 0 | 2 | 7 | 2 | 5 | 1 | 2 | | |
| Total: | 618 | 428 | 816 | 724 | 675 | 964 | 901 | 847 | 813 | 791 | 0 | 0 |

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 | 814 | | |
|------------------------------|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|--|--|

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 | 0 |
| New Users | | | | | | 5 | 1 | 1 | 1 | 1 | | |