

Minutes of the Argyle Free Library Board of Trustees

October 14, 2024

The meeting was called to order at 6:31 PM by Phyllis Snell, President.

Members present: Jill Elliott, Karen Mattison, Patricia Hall, Joanne McDowell and Phyllis Snell. Members attending via Zoom: Martha Johnson, Carol Kuhr

Also in attendance was Faith St. John (library director).

Minutes of Past Meeting

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

Board Calendar

Phyllis reviewed the upcoming tasks.

Treasurer's Report

See Attachment 2 for the detailed treasurer reports. List of bills was approved to pay. We received our tax money. The budget was reviewed and questions asked.

Library Director Report:

See Attachment 3 for the complete Library Director's report. The printer options from Repeat Business Systems were discussed and the Used machine was decided upon. There was a motion to purchase the printer by Phyllis and Joanne seconded and the vote was unanimously accepted. Bill checked the stair treads and will keep an eye on them. The upcoming Boos and Brews event was discussed.

Committee Reports

Friends of the Library: Boos and Brews was discussed as far as soliciting for donations of baked goods and treats for the event.

Investment Committee: The investment balances were reviewed.

Building Committee:

The shed purchase was reviewed and they had to rebuild the shed but we were told it would be installed prior to snow fall.

Strategic Planning Committee: The committee made a trip to the Schuylerville library for a tour and they shared their expansion plan.

Old Business:

Septic – The septic was pumped and has been paid. The riser and cap aren't needed until the next pump out and with plans of an expansion it was decided to pause until necessary.

Trustee Training – Patricia and Carol attended the in-person training with SALS and Karen attended the online training.

Director Review – to be discussed in executive session.

Carpet Cleaning – Faith to get a quote

Fund Raising Letter – The date will be changed to Fall 2024 and envelopes will be ordered. Joanne motioned to spend up to \$1000 on envelopes and Patricia seconded. The vote was unanimous.

New Business: Sandy stated she had intentions to resign.

Other Business: Handbook Reading pages 89-106 were talked about. Review pages 107-118 for November Meeting.

Action Item Review: See below.

The next meeting will be November 11 at 6:30 PM.

Jill moved to go into executive session, Joanne seconded. Vote was unanimous.

Joanne moved to end executive session and Patricia seconded. Vote was unanimous.

The meeting was adjourned at 8:05 PM. Martha moved and Patricia seconded. Vote was unanimous.

Respectfully submitted,

Karen Mattison, Secretary

Action Items		
Board	10/14/24 Read pages 107-118 in Trustee Handbook.	
Martha	12/11/23: look into security camera policy, coordinate with Faith	9/9/24 – Faith is looking into this
Personnel Committee	<p>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</p> <p>5/10/21: work on employee handbook to minimize redundancies with policies and avoid inconsistencies as they are updated</p>	<p>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</p> <p>1/15/24 Reviews Done and redundancies will be rolled into Personnel Policy</p> <p>6/10/24 Meeting on 6/27/24 – draft hopefully next meeting</p> <p>6/27/24 Personnel Policy draft created. Targeting September to finalize draft for Board review.</p> <p>9/9/24 Faith is looking into this</p> <p>10/14/24 A policy committee meeting should occur to review outstanding items.</p>
Strategic Planning Committee	Survey the community	<p>3/18/24 Met on March 26th at 11:00 at the library. Committee to submit questions to Faith. Goal - survey to be sent end of May</p> <p>7/4/24 Survey handed out at Book Sale – Google form link to be created and meeting in September to review responses.</p> <p>9/9/24 – Survey Complete. Meeting coming up and field trip planned.</p>
Karen	Look into getting the shed delivered and installed.	<p>6/10/24 – Potential delivery in July/August</p> <p>9/9/24 – Delivery scheduled for end of September</p> <p>10/14/24 – Delivery will be prior to snow</p>
Karen	Will order envelopes from M&M Digital – 3,000 large #10 and 2,000 small envelopes.	
Faith	Carpet cleaning quote	

**Argyle Free Library
Trustees Meeting Agenda
October 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
- Investment Committee
- Building Committee
- Strategic Planning Committee

Old Business

- Septic Maintenance
- Printer Replacement
- Trustee Training
- Annual Director Report completed
- Carpet Cleaning
- Fund Raising letter and envelopes

New Business

- Board member resignation

Other Business

- Handbook Reading pages 89-106
- Review pages 107-118 for November 11 meeting

Action Item Review

Date of Next Meeting – November 11 at 6:30 pm (Veteran's Day)

Executive Session

Adjournment

2024 Budget to Actual - Current Year

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

10/2/2024

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Category	Actual	2024 Budget	Difference
INCOME	105,275	108,099	-2,824
Carry Over	0	8,684	-8,684
Replacement Fees	29	0	29
Copies-Copier & Computer Printing	215	300	-85
Dividends	297	270	27
Major Revenue	101,819	95,345	6,474
Argyle School District	69,245	69,245	0
Argyle Town	14,000	14,000	0
Argyle Village	1,000	500	500
Donations-Fund Raising & Gifts	10,338	10,200	138
Grants	5,625	0	5,625
New York State-SALS	1,611	1,400	211
Transfer from Investments	0	3,500	-3,500
EXPENSES	101,538	107,620	6,082
Uncategorized	16,000	0	-16,000
Capital Expense	4,900	8,000	3,100
Donations	0	300	300
Equipment	4,167	2,125	-2,042
Major Library	8,659	7,246	-1,413
Books	6,886	4,500	-2,386
Digital Media-ebooks/Overdrive	613	696	83
DVD and Audiobooks	1,160	2,000	840
Subscriptions-Magazines	0	50	50
Membership Fees	30	0	-30
Payroll Services	164	225	61
Program Events	2,080	1,200	-880
Regular Programs	114	300	186
Special Programs	601	500	-101
Summer Prog	1,364	400	-964
Service Charges (SALS)	2,290	3,061	771
Training, Required	52	200	148
Bus. Insurance	2,338	4,508	2,170
Employee Benefit, Business-Employee ...	0	700	700
Education	0	600	600
Membership Fees	0	100	100
Legal-Prof Fees	0	200	200
Office	179	210	31
Postage and Delivery	332	1,500	1,168
Printing and Reproduction	235	1,800	1,565
Repairs & Maint	6,786	3,500	-3,286
Building Repairs	4,612	0	-4,612
Other Repairs & Maint	2,174	0	-2,174
Supplies, Bus-Supplies	387	375	-12
Utilities, Bus	3,906	6,470	2,564
Electrical Service	2,000	2,000	0
Heating Oil	1,354	3,500	2,146
Security System	0	130	130
Telephone	403	690	287
Video Conference	150	150	0

2024 Budget to Actual - Current Year

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

10/2/2024

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Category	Actual	2024 Budget	Difference
Wages	46,908	66,000	19,092
Net Difference:	3,737	479	3,258

Director's Report: 10/14/2024

1. News & Updates:
 - a. Tech report:
 - i. Attached is my report. In summary, we should replace one of our public computers this year. We should also consider replacing the iPad from the children's section.
 - b. New Printer
 - i. The used printer we were looking at DOES have the same wireless printing capabilities as the newer versions.
 - ii. I was able to put the used printer we looked at last month on hold until we have made the final decision.
2. Building and Maintenance
 - a. Stairs
 - i. Bill checked the stair treads and he doesn't think it is anything to worry about.
3. Programing
 - a. October is BUSY.
 - i. We will have 38 programs this month.
 1. 3 special programs, including garlic growing, canning and Boos and Brews!
 2. I forgot that we are open on Halloween... 39!
 3. Just added a presentation on the early signs of Alzheimer's. 40!
 4. Trunk or Treat. 41.....
 - b. Boos and Brews
 - i. The event will be on the 26th at 5:00. It is a fun night!
 1. We need donations of baked goods or other sweets for the treat raffle.
 2. We need storytellers/people willing to read spooky stories at the event. Please spread the word!
 3. We need 1 person the night of the event to sell raffle tickets.
 - c. Thistle Day
 - i. This is a great event. It is a wonderful opportunity for the library to reach out to community members who don't regularly attend programs or visit the library.
 3. We made over 100 keychains with community members.
 3. The friend made \$84 by selling the harvest garland head crowns. :)

Calendar of Events for AFL Board of Trustees

Date	Event	Source of Requirement
1 week prior to each meeting	Give public notice of meeting time and place to the news media; conspicuously posting in public location(s) at least 72	NYS Open Meetings Law
Each Mtg	Committee Reports	
	Building Committee Report	Bylaws, Article VI.2, VI.4
	Finance Committee Report	Bylaws, Article V1.3, VI.4
	Other Committee Reports (FOL, Personnel, Policy)	Bylaws, Article VI.4
January	Annual Meeting	Bylaws, Article V.1
	End of 3-year term for some trustees*	Bylaws, Article III.2
	Appointment of trustees (3-year term) to fill vacancies	Bylaws, Article III.3
	Elect officers	Bylaws, Article IV.1
	Sign Conflict of Interest Form	Conflict of Interest Policy
	Update website with new trustee and officer information	5/14/18 Board Meeting
February	Review & Approve Annual NYS Report for Association Libraries;	Financial Policy See Feb 2019 minutes
	Library Director to perform annual review of Library Staff – all staff reviews in February	Revised October 2023 Mtg Revised October 2022 Mtg
March	Approve Library's investment policy for each class of investment	Financial Policy
	Annual Treasurer's Report	Financial Policy
	Conduct Financial Review every three years – last done in	Financial Policy
	Review library budget request to be included on ballot with school budget vote. Send letter to ACS Business Manager (Ron	
	Change battery in smoke detector	
	SALS Annual Business Meeting - Identify a program for	
	Look at the paint on the North side of the building to see if any bubbling is occurring - Call contractors to see why the bubbling is occurring.	September 2024 Board Meeting
April	Finance Committee to do annual financial records review	
	Send card to voters re budget request - budget in May	Bylaws, Financial Policy
	Update library inventory photos & upload to cloud	
	SALS Annual Business Meeting - Plan for attendance for the May meeting	May 2023 Board Meeting
	Review & sign SALS Automation Contract	
May	Prepare taxes, IRS Form 990 for 501(c) tax exemption	Financial Policy
	Annual SALS Conference	
	Turn on outside faucet and hook up hose in late May	Dec 2019 Board Meeting
	ACS and library budget votes 3 rd Tuesday in May – get out and vote!	
June	Plan for July 4 th book sale	
	Put A/C units in windows	Dec 2019 Board Meeting
July		

Calendar of Events for AFL Board of Trustees

Date	Event	Source of Requirement
August	Board to give annual LD review inputs to personnel committee	Board Minutes – August 2018
September	Personnel committee to give LD annual performance	Board Minutes – August
	NYS Required Sexual Harassment Training	Board Minutes – August
	End of September – Treasurer send school letter requesting	Board Minutes – October 2019
	Remove A/C units from windows mid-September	Dec 2019 Board Meeting
	Draft fundraising letter	Dec 2022 Board Meeting
	Shut off outside faucet and put hose away at the end of September	Dec 2019 Board Meeting
October	Treasurer & LD start preparation of the budget – allow time for board review and revisions	
	LD provide Annual Technology Report to Board with recommendations for computers & other technology purchases in upcoming year	5 Year Strategic Plan
	Review Friends of the Library’s Memorandum of Understanding every 3 years, last done February 2023	Board Minutes – Feb 2023 Board Minutes – Oct. 2020
	Mail fundraising letter	Dec 2022 Board Meeting
	Contract with someone to plow/shovel snow – not Dan	Board Minutes – March
November	Decide staff Christmas/year-end bonuses	
December	Secretary to post newspaper notice of January’s Annual	Bylaws, Article V.1
	Approve budget for upcoming year; send Tax Cap Report	Financial Policy
	Nominate candidates for Board offices for January vote	Board Minutes – January
	Treasurer send tax letter to NYS	
Long Term Events		
Jan 2024	Form a Strategic Planning committee to prepare a new	
Summer 2024	Pump septic tank – last pumped in December 2018, do every 5 years; run camera through to check integrity of pipes; look for	September 2021 meeting January 2019 Meeting
October 2027	Review bylaws every 5 years, last done October 2022	Bylaws

Jan 2021-2024 term for Joanne, Martha, Sandy

Jan 2022-2025 term for Karen

Jan 2024-2025 Patty

2023-2026 term for Jill, Phyllis

2024-2027 term for Carol, Wes