

# **Minutes of the Argyle Free Library Board of Trustees**

**December 16, 2024**

The meeting was called to order at 6:30 PM by Phyllis Snell, President.

Members present: Jill Elliott, Karen Mattison, Patricia Hall, Wesley Craig, Carol Kuhr, Martha Johnson and Phyllis Snell.

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

## **Minutes of Past Meeting**

Minutes of our November meeting were reviewed. Martha motioned to approve them, Carol 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.

## **Library Director Report:**

See Attachment 3 for the complete Library Director's report. Faith reviewed the library incident with the board. Faith reviewed programming and the results of the Country Christmas event. Jess is taking over as the interim chair of the Friends of Argyle Library.

## **Committee Reports**

**Friends of the Library:** See Directors Report

**Building Committee:** Faith reviewed items Bill is looking into – upstairs lights and outside light above front door.

**Strategic Planning Committee:** Regrouping after the Holidays

**Policy Committee:** No report

**Old Business:**

**Printer** – Old printer will be sold.

**Trustee Training** – Reviewed who needs to complete training

**Policy Approvals** – Carol motioned to approve the security camera policy and Patty seconded. The vote was unanimously approved. In January, we will review the building use policy.

**Board Member Recruitment** – No

**New Business:** Board positions will be voted on in January

2025 Budget was reviewed – Carol moved to accept the budget and Marth seconded. The vote was unanimously approved.

**Other Business:** Handbook Reading pages 119-131. No reading for January Meeting.

**Action Item Review:** See below.

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

The meeting was adjourned at 7:18 PM. Jill moved and Carol seconded. Vote was unanimous.

Respectfully submitted,

Karen Mattison, Secretary

Action Items		
<b>Personnel Committee</b>	<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>
<b>Strategic Planning Committee</b>	Survey the community	<p>3/18/24 Met on March 26th at 11:00 at the library.</p> <p>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>
<b>Karen</b>	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>
<b>Faith</b>	Carpet cleaning quote	

**Argyle Free Library  
Trustees Meeting Agenda  
December 2024**

Call to Order

Public Comment Period

Introduction, Sara Dallas (SALS)

Minutes of Last Meeting

Board Calendar

Treasurer's Report

Director's Report

Committee Reports

- Friends of the Library
- Building Committee
- Strategic Planning Committee
- Policy Committee

Old Business

- Printer Status
- Trustee Training
- Policy Approvals: Security Camera Policy and Building Use Policy
- Board member replacement

New Business

Other Business

- Handbook Reading pages 119-131
- Merry Christmas – no reading for January meeting

Action Item Review

Date of Annual Meeting – January 13 at 6:30 pm

Adjournment

## 2024 Budget to Actual - Current Year

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

12/6/2024

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Category	Actual	2024 Budget	Difference
<b>INCOME</b>	<b>109,410</b>	<b>108,099</b>	<b>1,311</b>
Carry Over	0	8,684	-8,684
Replacement Fees	15	0	15
Copies-Copier & Computer Printing	243	300	-57
Dividends	297	270	27
Major Revenue	<b>105,939</b>	<b>95,345</b>	<b>10,594</b>
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	14,458	10,200	4,258
Grants	5,625	0	5,625
New York State-SALS	1,611	1,400	211
Transfer from Investments	0	3,500	-3,500
<b>EXPENSES</b>	<b>117,828</b>	<b>107,620</b>	<b>-10,208</b>
Uncategorized	16,000	0	-16,000
Capital Expense	4,900	8,000	3,100
Donations	0	300	300
Equipment	4,270	2,125	-2,145
Major Library	<b>9,363</b>	<b>7,246</b>	<b>-2,117</b>
Books	7,424	4,500	-2,924
Digital Media-ebooks/Overdrive	613	696	83
DVD and Audiobooks	1,325	2,000	675
Subscriptions-Magazines	0	50	50
Membership Fees	30	0	-30
Payroll Services	164	225	61
Program Events	<b>2,493</b>	<b>1,200</b>	<b>-1,293</b>
Regular Programs	154	300	146
Special Programs	974	500	-474
Summer Prog	1,364	400	-964
Service Charges (SALS)	2,800	3,061	261
Training, Required	52	200	148
Bus. Insurance	2,338	4,508	2,170
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	587	210	-377
Postage and Delivery	332	1,500	1,168
Printing and Reproduction	939	1,800	861
Repairs & Maint	<b>7,390</b>	<b>3,500</b>	<b>-3,890</b>
Building Repairs	4,612	0	-4,612
Other Repairs & Maint	145	0	-145
Supplies, Bus-Supplies	412	375	-37
Utilities, Bus	<b>4,122</b>	<b>6,470</b>	<b>2,348</b>
Electrical Service	2,000	2,000	0
Heating Oil	1,354	3,500	2,146
Security System	118	130	12
Telephone	500	690	190
Video Conference	150	150	0

# 2024 Budget to Actual - Current Year

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

12/6/2024

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Category	Actual	2024 Budget	Difference
Wages	59,513	66,000	6,487
<b>Net Difference:</b>	<b>-8,419</b>	<b>479</b>	<b>-8,897</b>

Director's Report: 12/9/2024

1. News & Updates:
  - a. Library Incident
    - i. We had an incident with a teen to which the State Troopers were called (by other teens, not by staff). The incident report is attached.
2. Building and Maintenance
  - a. Ramp
    - i. Bill will strip the carpet and take a better look at the issues in spring.
3. Programing
  - a. We will have 35 programs this month.
  - b. Paint and snack -
    - i. This was a huge success! We had about 20 people attend, and we had immediate requests for another of the same. :)
4. Fundraising
  - a. Friends Committee changes
    - i. Jess will be our "Interim Chair" while we make plans to move forward.

# Argyle Free library

## Incident Report Form

To be completed by staff within 12 hours of incident

Instructions: Please complete this form after an incident on Library premises. An incident can be a severe altercation with or among patrons, events that occurred that are dangerous to the staff or public, or where the police or emergency services were summoned (report required in such instances). Submit the completed report to the Library Director.

Location of incident:     \_\_\_Library Building\_\_\_

Date/Time of incident:   \_\_\_11/12/2024 about 4:30 – 6:45\_\_\_\_\_

Patron Name(s) & contact information (if known & applicable):

\_\_\_N & A - Teen visitors.

Parent/Guardian name unknown.

No contact info for parents or teen\_\_\_\_\_

Please provide information about the incident, to the fullest extent reasonable.

Faith:

At roughly 4:30 on Tuesday afternoon one of our teen visitors ran out of the back emergency exit of the library. We did not know why, or who it was at first. The other kids told us it was N and that she was running from her father. They told us that she was afraid of her father who was there to pick her up. They told us that she ran into the woods. One of the other teen girls followed her (A).

N's father came into the library and asked if she was there. We told him she had been but had left. He said he saw her through the window, we said she had just been here but had left out the back door. He proceeded to tell us that she was not allowed in the library anymore. We told him that we can't deny access to the library. He said, "she isn't allowed here", and I repeatedly told him that he had to tell her that, and that I could not deny access. He angrily responded, "I am telling you that." and I said, "Again, we can't deny access, I can't tell her what she is allowed to do, I am not her parent." He responded, "I am her parent!" and I repeated that he would need to tell her that she can't come in, but this is a public building, and I can't deny her access. He yelled back at me that I have "A bad attitude". I said "OK" and he left. He was outside in a car for the remainder of the incident.



The teens who were still here were very upset. They left the library for about 5 minutes, and when they returned, they were on the phone with the police dispatcher. They asked me for information about the address, etc.. And I took over speaking with the officer on the phone. After giving them the information they requested, they said they would send an officer here.

N's grandmother called the library looking for her. We let her know that she was not here and took down her number so that N could call her if she came back.

A patron left the library and was spoken to by the

About 5 minutes after, N returned with Ariel and I told them to sit down, get warm, and wait for the officer to arrive. We allowed her to use the phone to call her grandmother. After the phone call N informed us that she was waiting for her grandmother to call back to tell her what to do. We allowed her to stay in the library while we waited for the police to arrive.

The police arrived approximately 45 min later and spoke to N. Jess sat with her during the conversation to make her more comfortable. The police then escorted her to her father and continued their interview outside.

N's mother and grandmother arrived about 3 min after and we let them know that the officers, N and her father were still outside.

N left her coat, an ACSD Chromebook and a bag at the library.

Jess:

N informed me that she felt unsafe leaving with her father and that he was physical with her and her siblings. Other teen visitors had informed me that he had said things to them that were inappropriate.

Were police/emergency services called? Yes  No

Please provide details regarding action taken by staff and/or police. Include officer(s) name(s), if applicable.

We feel that we did the best that we could in the difficult situation to both stay neutral and keep the teens calm. We did not feel comfortable denying access to N as she would have run back out into the woods, and it was in the 30's outside. We never denied access to the father, and we did not stop N from leaving at any time.

What follow-up by the Library Director is recommended?

We will return the Chromebook to the school.  
We will reconsider police availability at the library due to the slow response time.

Staff Name/Signature \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_

Director Name/Signature \_\_\_Faith St John\_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_

## 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	
	Bill to check bubbling paint issues	Meeting
	Bill to take up ramp carpet to check for possible rotten	Meeting
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 <sup>rd</sup> Tuesday in May – get out and vote!	
June	Plan for July 4 <sup>th</sup> 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
	File referendum for a tax increase	Dec 2024 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	
<b>Long Term Events</b>		
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