

Minutes of the Argyle Free Library Board of Trustees

July 8, 2024

The meeting was called to order at 6:36 PM by Phyllis Snell, President.

Members present: Martha Johnson, Jill Elliott, Karen Mattison, Patricia Hall, Joanne McDowell Wes Craig and Phyllis Snell.

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

Minutes of Past Meeting

Minutes of our June meeting were reviewed. Jill motioned to approve them, Marth 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. The book sale was very good, not listed on the report. We received a donation int the amount of \$5000 in honor of a John MacAuley, no stipulations listed and also not on this months report.

Library Director Report:

See Attachment 3 for the complete Library Director's report. Thank you to the Board for helping with the book sale. The Summer Reading program will be starting this week. The Scotlander is interested in holding an annual fundraiser at their location, potentially the weekend before Halloween for a Boos and Brews event. Faith is asking for more Board involvement with planning this event.

Committee Reports

Friends of the Library: Carol reported that she has been the chair of the friends for 8 years and would like to retire. Tara Keleher has agree to be chair and Peg DeGraw agreed to be vice chair and this will become official in September. Carol would then replace Tara as an Argyle Free Library Trustee.

Building Committee: Check stair treads – Faith will mention it to Bill.

Voted on the exterior painting of the building quote received from Battenkill Brothers Painting. Wes motioned and Patty seconded. Passed unanimously.

Strategic Planning Committee: The survey was handed out during the book sale. The link will also be posted as a Google form. Next meeting will be September 7th at 9:00AM to analyze the survey data.

Old Business:

Pest Control - Follow up with the Pest Control company to check traps.

Temp Position - not needed as Patty will be filling in as needed

Septic – Joanne will get a date to Phyllis after today’s meeting

Book Sale – Think about pop up tents and folding tables for future purchases

Cyber Insurance – estimated cost is \$1500-\$1800 – will think about it

It was decided to not require a library card for use of the public computers.

New Business: Printer/Copier is aging out. Faith will chat with Repeat Business to see what our options are. Ideas for the NYS Construction Grant. Hold for this year and brainstorm for ideas for next year.

Other Business: Reminder for sexual harassment training. Handbook Reading pages 49-60 were talked about. Review pages 61-74 for August Meeting.

Action Item Review: See below.

The next meeting will be August 12 at 6:30 PM.

The meeting was adjourned at 7:53 PM. Jill moved, Joanne seconded. Unanimous.

Respectfully submitted,

Karen Mattison, Secretary

Action Items		
Board	7/8/24 Read pages 61-74 in Trustee Handbook.	
Martha	12/11/23: look into security camera policy, coordinate with Faith	
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>
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>
Karen	To call for quotes from painters	<p>4/17/24 – Waiting to hear back from Bill to see if he can fit it into his schedule.</p> <p>6/10/24 – Karen will call for quotes as Bill does not want to take on the project</p> <p>7/8/24 – Quote was approved.</p>
Karen	Look into getting the shed delivered and installed.	6/10/24 – Potential delivery in July/August
Joanne	Call Morningstar to see about a septic pump. Schedule for after July 8 th .	

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

Call to Order (Wes is excused)

Cyber Insurance Q&A Discussion – SALS & Upstate Insurance

Public Comment Period

Minutes of Last Meeting

Board Calendar

Treasurer's Report

Director's Report

Committee Reports

- Friends of the Library
- Building Committee

Old Business

- Pest control
- Temp position
- Septic pumped
- Budget vote

New Business

- Sara Dallas from SALS would like to attend a board meeting
- Staffing for July 4 book sale

Other Business

- Handbook Reading pages 40-48 (comments?)
- Review pages 49-60 for July 8 meeting

Action Item Review

Date of Next Meeting – July 8 at 6:30 pm

Adjournment

2024 Budget to Actual - Current Year

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

6/6/2024

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Category	Actual	2024 Budget	Difference
INCOME	26,925	108,099	-81,174
Carry Over	0	8,684	-8,684
Replacement Fees	15	0	15
Copies-Copier & Computer Printing	111	300	-189
Dividends	297	270	27
Major Revenue	25,827	95,345	-69,518
Argyle School District	0	69,245	-69,245
Argyle Town	14,000	14,000	0
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	8,827	10,200	-1,373
Grants	3,000	0	3,000
New York State-SALS	0	1,400	-1,400
Transfer from Investments	0	3,500	-3,500
EXPENSES	38,109	107,620	69,511
Capital Expense	0	8,000	8,000
Donations	0	300	300
Equipment	378	2,125	1,747
Major Library	3,173	7,246	4,073
Books	1,695	4,500	2,805
Digital Media-ebooks/Overdrive	613	696	83
DVD and Audiobooks	865	2,000	1,135
Subscriptions-Magazines	0	50	50
Membership Fees	30	0	-30
Payroll Services	164	225	61
Program Events	324	1,200	876
Regular Programs	72	300	228
Special Programs	251	500	249
Summer Prog	0	400	400
Service Charges (SALS)	1,270	3,061	1,792
Training, Required	0	200	200
Bus. Insurance	34	4,508	4,474
Employee Benefit, Business-Employee ...	0	700	700
Education	0	600	600
Membership Fees	0	100	100
Legal-Prof Fees	0	200	200
Office	182	210	28
Postage and Delivery	332	1,500	1,168
Printing and Reproduction	235	1,800	1,565
Repairs & Maint	805	3,500	2,695
Other Repairs & Maint	805	0	-805
Supplies, Bus-Supplies	295	375	80
Utilities, Bus	3,712	6,470	2,758
Electrical Service	2,000	2,000	0
Heating Oil	1,354	3,500	2,146
Security System	0	130	130
Telephone	208	690	482
Video Conference	150	150	0
Wages	26,501	66,000	39,499

2024 Budget to Actual - Current Year

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

6/6/2024

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Category	Actual	2024 Budget	Difference
Net Difference:	-11,184	479	-11,662

Director's Report: 6/10/2024

1. News & Updates:

- a. Temp coverage for the library.
 - i. SALS Ok'd our use of board members and volunteers as temporary and emergency coverage for the library.
 - ii. Non-staff wouldn't be able to use the Polaris system, but because of where we live and the occasional internet connectivity issues that come with it, I have a system to provide our most important services.

2. Building and Maintenance

- a. Painting
 - i. Bill is not interested in painting the whole building, so we will need to collect quotes for the job.

3. Programing

- a. The June schedule has been posted and sent out to the school. We will have 29 programs this month.
- b. Summer reading:
 - i. Planning is all done, and we are almost ready to go! We are just confirming some dates with presenters and making sure we have time set aside for staff vacations. I will send the flyer out to everyone soon!
 - ii. The Friends have approved \$750 for Summer Reading supplies and prizes.

4. Financials

- a. We received a \$2,500 donation from Michel Brunn in memory of his wife Judy. He has asked that the donation be used for educational technology, as Judy was a teacher and believed strongly in education. He has agreed that a smart board (an interactive white board) would fulfill the request.
 - i. A smart board is a great tool that would be used for demonstrations for technology programing, providing visual aids like How To's for creative programs, displaying schedules and event info, and would allow us to show documentaries and entertainment films without a projector.

Calendar of Events for AFL Board of Trustees

Date	Event	Source of
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,
	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
	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
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	
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
	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
July		
August	Board to give annual LD review inputs to personnel committee	Board Minutes – August 2018

Calendar of Events for AFL Board of Trustees

Date	Event	Source of
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
	Draft fundraising letter	Dec 2022 Board
	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 –
	Mail fundraising letter	Dec 2022 Board
	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 –
	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 Tara, Wes