

Minutes of the Argyle Free Library Board of Trustees
August 12, 2024

The meeting was called to order at 6:35 by Phyllis Snell, President.
Members present: Jill Elliott, Patricia Hall, Sandy Smith, Wes Craig, Phyllis Snell, Tara Kelleher and Joanne McDowell.

Also in attendance were Faith St. John (library director) and Carol Kuhr (Friends of the Library).

Minutes of Past Meeting

The minutes of our July meeting were reviewed. Jill motioned to approve and Tara seconded. All voted in favor.

Board Calendar

The personnel committee will collect inputs from the board for the Library Director's annual review.

Treasurer's Report

Jill renewed two CDs: \$25,000 for 6 months at 4.6% and \$10,000 for 14 months at 4%.

Library Director Reports

We need a new book drop and it should be tamper-proof. Faith will look into this.

Karen found a painter for September.

Repeat Business will send a list of options for a new printer. The current machine has several problems. People are requesting the ability to print from their cell phones, the current machine does not have this ability. Ink is getting expensive for this machine and there are stripes in the printing.

Summer reading program went well, with the exception of the paving on Route 40, as the equipment and work prevented patrons from being able to park.

Faith will be checking into purchasing a subscription to Hoopla for patrons to use.

Committee Reports

Friends of the Library

Will meet on Sept 4, 2024 at 7pm. A new president will be voted in.
A community party is planned with ice cream/face painting, balloon animals and lawn games on Saturday, August 24.

Building Committee

Morning Star quoted a price of \$425 to pump out the septic. Jill made a motion to approve the expenditure, Patty seconded. All voted in favor. Joanne will call Morning Star.

Old Business

New Business

Trustee training will be available by Zoom on Oct 3. Handbook Club will be on Oct 15.

We need a second signatory on our bank accounts. Joanne motioned for Karen to take over that position, Tara seconded and all voted in favor.

The next meeting will be September 9 at 6:30 PM. Sandy motioned for adjournment, Patty seconded and all voted in favor of closing the meeting.

Respectfully submitted,

Joanne K McDowell
Vice President

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
August 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
- Building Committee – check stair treads

Old Business

- Pest control
- Septic pumped
- Cyber Insurance – revisit when we do the budget for 2025; status of mfa
- Replace Printer – Repeat Business input
- Exterior paint job
- Trustee training opportunities
 - Jack Scott email 7/26: 10/3 6:00-7:30pm
 - Handbook Book Club Zoom session 10/15: The Role of Board Officers and Board Committees (pre-register)

New Business

- Vote to add Karen as a signatory on the GF National account

Other Business

- Handbook Reading pages 61-74
- Review pages 75-88 for September 9 meeting

Action Item Review

Date of Next Meeting – September 9 at 6:30 pm

Adjournment

2024 Budget to Actual - Current Year

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

8/12/2024

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Category	Actual	2024 Budget	Difference
INCOME	29,649	108,099	-78,450
Carry Over	0	8,684	-8,684
Replacement Fees	15	0	15
Copies-Copier & Computer Printing	154	300	-146
Dividends	297	270	27
Major Revenue	27,067	95,345	-68,278
Argyle School District	0	69,245	-69,245
Argyle Town	14,000	14,000	0
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	10,067	10,200	-133
Grants	3,000	0	3,000
New York State-SALS	0	1,400	-1,400
Transfer from Investments	0	3,500	-3,500
EXPENSES	75,868	107,620	31,752
Uncategorized	16,036	0	-16,036
Capital Expense	4,900	8,000	3,100
Donations	0	300	300
Equipment	514	2,125	1,611
Major Library	6,100	7,246	1,146
Books	4,622	4,500	-122
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	1,445	1,200	-245
Regular Programs	114	300	186
Special Programs	293	500	207
Summer Prog	1,038	400	-638
Service Charges (SALS)	1,780	3,061	1,281
Training, Required	52	200	148
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	193	210	17
Postage and Delivery	332	1,500	1,168
Printing and Reproduction	235	1,800	1,565
Repairs & Maint	1,518	3,500	1,982
Other Repairs & Maint	1,518	0	-1,518
Supplies, Bus-Supplies	295	375	80
Utilities, Bus	3,809	6,470	2,661
Electrical Service	2,000	2,000	0
Heating Oil	1,354	3,500	2,146
Security System	0	130	130
Telephone	305	690	385
Video Conference	150	150	0
Wages	37,107	66,000	28,893

2024 Budget to Actual - Current Year

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

8/12/2024

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Category	Actual	2024 Budget	Difference
Net Difference:	-46,219	479	-46,698

Director's Report: 8/12/2024

1. News & Updates:
 - a. Paving
 - i. What a mess! I feel like that is enough said... But if our programing and summer reading numbers are lower this year, I am blaming the NYS DPT.
2. Building and Maintenance
 - a. Painting
 - i. Bill painted the book drop.
 - ii. Karen has engaged a painter for the building who will start work in Sept.
 - b. New Printer
 - i. Repeat Business is sending information on leasing and buying, both new and used, printers of different types. I will share the info when I get it.
3. Programing
 - a. Summer reading:
 - i. Summer reading programs have gone very well so far, despite the horrible paving mess.
 - b. Hoopla
 - i. I reviewed the costs of Hoopla
 1. We are looking at spending at least \$1000 for our first year.
 2. Patrons would be able to check out 5 items a month.
 3. They offer Audiobooks (most popular) E-books, magazines, movies, tv shows, podcasts and music.

Data Analysis

2023

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
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Item Circulation Statistics

Audiobooks	10	9	7	5	2	5	25						63
Adult Book	291	292	269	279	313	266	308						2018
Childrens Book	232	271	245	200	282	259	361						1850
Childrens New Books	19	21	22	23	12	24	46						167
Childrens New Video	6	6	8	3	1	2	0						26
Childrens Video	14	14	8	13	18	11	11						89
Realia	1	1	4	3	5	6	4						24
Magazine	16	17	3	19	4	3	7						69
Music	2	4	12	3	11	2	0						34
Adult New Books	55	39	35	29	39	35	42						274
New Video	21	23	24	7	19	14	19						127
Video	57	63	72	51	41	44	33						361
Total:	724	760	709	635	747	671	856	0	0	0	0	0	

Interlibrary Loan

Received	361	307	394	321	403	412	360						
Percentage (estimate)	50%	40%	56%	51%	54%	61%	42%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	

GALE Usage (sessions)	591	1065	943	1299	1289	779	632						
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Overdrive Usage (check outs)

E-Books	98	106	103	79	132	75	72						665
Audiobooks	106	105	93	93	82	89	145						713
Magazine	71	87	92	71	95	73	61						550
Total:	275	298	288	243	309	237	278	0	0	0	0	0	
New Users	1	2	8	3	1	7	2						

Data Analysis

2024

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Patron Count												
Kids	111	148	205	90	120	130	92	0	0	0	0	0
Adults	263	320	358	290	258	281	213	0	0	0	0	0
Total:	374	468	563	380	378	411	305	0	0	0	0	0

Program Totals

Family Programs - In Person	24	21	24	25	24	22	16	0	0	0	0	0
In Person Attendance	104	83	91	78	74	99	46	0	0	0	0	0
Adult Programs - In Person	11	11	12	8	12	8	5	0	0	0	0	0
In Person Attendance	35	34	44	26	0	29	13	0	0	0	0	0
0-5 Kids Programs - In Person	8	8	8	9	6	10	4	0	0	0	0	0
In Person Attendance	80	114	156	142	102	89	76	0	0	0	0	0
6-12 Kids Programs - In Person	8	5	7	3	9	3	2	0	0	0	0	0
In Person Attendance	37	39	46	21	72	30	60	0	0	0	0	0
Teen Programs	1	1	0	2	0	1	0	0	0	0	0	0
In Person Attendance	9	10	0	3	0	16	0	0	0	0	0	0
Children's Programs - T & M												
Kits Given												
Offsite Programs	0	0	0	1	1	0	0	0	0	0	0	0
Offsite Program Attendance	0	0	0	0	6	0	0	0	0	0	0	0
Virtual Programs												
Virtual Attendance												
Total Live Attendance	265	280	337	270	248	263	195	0	0	0	0	0
Total Virtual Attendance	0	0	0	0	0	0	0	0	0	0	0	0

Computer Use	18	22	39	22	13	18	10	0	0	0	0	0
computer help	4	3	12	6	5	3	4	0	0	0	0	0
OATS	80	5	7	5	6	4						

Reference Questions	24	25	26	32	22	29	24	0	0	0	0	0
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WIFI usage

Library (Users)	180	168	192	181	197	204						
Cossayuna (Users)	28	50	46	77	39	35						
Total:	208	218	238	258	236	239	0	0	0	0	0	0

Non Library Sponsored Meetings	3	3	4	2	3	3						
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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 VI.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
	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 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		
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 they send us the funds from budget vote	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 –
	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 –
	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