

Minutes of the Argyle Free Library Board of Trustees

September 9, 2024

The meeting was called to order at 6:35 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 August meeting were reviewed. Jill motioned to approve them, Martha 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 an additional amount of \$117.96 from SALS Love your Library Program (will show in September Reports) to be used on the Summer Reading Program for 2025.

Library Director Report:

See Attachment 3 for the complete Library Director's report. The printer options from Repeat Business Systems were reviewed. There is an additional application fee of \$120 per month in order to print from mobile devices. Faith to follow up with Repeat Business Systems with our questions. Faith needs volunteers for Thistle Day September 28th.

Committee Reports

Friends of the Library: Carol reported that Faith requested \$300 for Thistle Day, \$400 for the Holiday Party and \$100 for Elephant and Piggy Books. Wes motioned and Patty seconded. Vote was unanimous. Carol is now taking over Tara's term as a board member. Joanne moved and Martha seconded to accept Carol as a board member. Vote was unanimously accepted.

Building Committee:

Painting is finished. We need to look into contractors to look at the side wall with the bubbling issues. This was added to the calendar for Spring 2025.

Strategic Planning Committee: Online responses reviewed by the Committee. Three action items were noted.

Old Business:

Septic – They are coming this Wednesday 9/11/24. Request a cover and riser so no need to dig up every year.

Trustee Training – In person 10/3 and online 10/10

Director Review – to schedule after todays meeting. Send input to Phyllis and Jill.

Bill – To check the stair treads

New Business: Carpet cleaning by a professional company has been requested by Faith.

Other Business: Handbook Reading pages 75-88 were talked about. Review pages 89-106 for October Meeting.

Action Item Review: See below.

The next meeting will be October 14 at 6:30 PM.

The meeting was adjourned at 7:44 PM. Martha moved, Wes seconded. Unanimous.

Respectfully submitted,

Karen Mattison, Secretary

Action Items		
Board	9/9/24 Read pages 89-106 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>
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>
Joanne	Call Morningstar to see about a septic pump. Schedule for after July 8 th .	9/9/24 – Coming on Wednesday 9/11 also inquire about riser and cap

**Argyle Free Library
Trustees Meeting Agenda
September 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

Old Business

- Septic pumped?
- Repeat Business input on printer replacement
- Painter's comments (Karen)
- Trustee training
- Reminder to send input for annual Director review to Phyllis and Jill
- Bill – check stair treads?

New Business

- Volunteers for Thistle Day
- Carpet cleaning
- Elect new Board member

Other Business

- Handbook Reading pages 75-88
- Review pages 89-106 for October 14 meeting

Action Item Review

Date of Next Meeting – October 14 at 6:30 pm

Adjournment

2024 Budget to Actual - Current Year

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

9/7/2024

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Category	Actual	2024 Budget	Difference
INCOME	33,879	108,099	-74,220
Carry Over	0	8,684	-8,684
Replacement Fees	15	0	15
Copies-Copier & Computer Printing	188	300	-112
Dividends	297	270	27
Major Revenue	31,263	95,345	-64,082
Argyle School District	0	69,245	-69,245
Argyle Town	14,000	14,000	0
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	10,145	10,200	-55
Grants	5,625	0	5,625
New York State-SALS	1,493	1,400	93
Transfer from Investments	0	3,500	-3,500
EXPENSES	87,399	107,620	20,221
Uncategorized	16,000	0	-16,000
Capital Expense	4,900	8,000	3,100
Donations	0	300	300
Equipment	1,462	2,125	663
Major Library	7,905	7,246	-659
Books	6,427	4,500	-1,927
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	1,983	1,200	-783
Regular Programs	114	300	186
Special Programs	293	500	207
Summer Prog	1,575	400	-1,175
Service Charges (SALS)	2,035	3,061	1,026
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	174	210	36
Postage and Delivery	332	1,500	1,168
Printing and Reproduction	235	1,800	1,565
Repairs & Maint	2,146	3,500	1,354
Other Repairs & Maint	2,146	0	-2,146
Supplies, Bus-Supplies	387	375	-12
Utilities, Bus	3,858	6,470	2,612
Electrical Service	2,000	2,000	0
Heating Oil	1,354	3,500	2,146
Security System	0	130	130
Telephone	354	690	336
Video Conference	150	150	0
Wages	42,075	66,000	23,925

2024 Budget to Actual - Current Year

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

9/7/2024

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Category	Actual	2024 Budget	Difference
Net Difference:	-53,520	479	-53,999

Director's Report: 9/9/2024

1. News & Updates:
 - a. No news is good news, right?
2. Building and Maintenance
 - a. Painting
 - i. Karen and I will do the walk-through Monday morning.
 2. I expect that we will have a report.
 - b. New Printer
 - i. Repeat Business dropped off flyers with info about their recommended machine.
3. Programing
 - a. Back to normal.
 - i. We will have 32 programs this month.
 - b. Summer Reading
 - i. It was a great year. We had fun and we had about 35 kids who finished their summer reading!
 - c. Thistle Day
 - i. Projects:
 3. Thistle Day Keychains.
 3. Scavenger hunt and Scottish facts challenge. Participants can win dumdum lollypops for completing the challenges.
 3. We may also be doing Facepainting.
 - ii. We will need volunteers!
 3. Set up at 11:00 at the field
 - a. We need 1 person to help transfer tables and the tent and set everything up.
 3. Working the booth
 - a. Tasks:
 - i. Scavenger Hunt management and lollypop distribution
 - ii. Help with keychains
 - iii. "Floating" volunteer.
 - b. Times/numbers:
 - i. 1:30-4:00 - 3 people
 - ii. 4:00-6:30 – 3 people

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	15					78
Adult Book	291	292	269	279	313	266	308	347					2365
Childrens Book	232	271	245	200	282	259	361	374					2224
Childrens New Books	19	21	22	23	12	24	46	28					195
Childrens New Video	6	6	8	3	1	2	0	0					26
Childrens Video	14	14	8	13	18	11	11	15					104
Realia	1	1	4	3	5	6	4	2					26
Magazine	16	17	3	19	4	3	7	5					74
Music	2	4	12	3	11	2	0	8					42
Adult New Books	55	39	35	29	39	35	42	43					317
New Video	21	23	24	7	19	14	19	10					137
Video	57	63	72	51	41	44	33	29					390
Total:	724	760	709	635	747	671	856	876	0	0	0	0	

Interlibrary Loan

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

GALE Usage (sessions)	591	1065	943	1299	1289	779	632	420					
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Overdrive Usage (check outs)

E-Books	98	106	103	79	132	75	72	76					741
Audiobooks	106	105	93	93	82	89	145	124					837
Magazine	71	87	92	71	95	73	61	59					609
Total:	275	298	288	243	309	237	278	259	0	0	0	0	
New Users	1	2	8	3	1	7	2	2					

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 review	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 – 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 Mtg	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