

Minutes of the Argyle Free Library Board of Trustees

January 13, 2025

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

Members present: Joanne McDowell, Karen Mattison, Patricia (Patty) Hall, Wesley Craig, Carol Kuhr (via Zoom), Martha Johnson and Phyllis Snell.

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

Minutes of Past Meeting

Minutes of our December meeting were reviewed. Patty 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.

Library Director Report:

See Attachment 3 for the complete Library Director's report. Faith reviewed her report, 33 programs coming up in January, December was a quiet month.

Committee Reports

Friends of the Library: Jess, Faith and Carol met to discuss events like the plant sale and basket raffle. Next meeting in March 2025.

Building Committee: No shed. Karen will check in.

Strategic Planning Committee: Will set a meeting.

Policy Committee: Will set a meeting to review the outstanding policies.

Old Business:

Printer – Old printer will be sold.

Trustee Training – Wes completed Resources for Wellness: Toolkit for Rural & Small Libraries – rurallibraries.org – learn.webjunction.org

Policy Approvals – Reviewed changes to Alcohol Policy and Building Use policies. Faith will get input from Greenwich Library on how they handle charging fees for events and permits. Policy committee to review afterward.

New Business: Wes moved to elect the board officers as follows: Phyllis as president, Joanne as VP, Jill as Treasurer and Karen as Secretary - Martha seconded and the vote was unanimous

Carol moved to renew the trustee three year terms for Joanne, Martha, Patty and Karen and Wes seconded. The vote was unanimous.

Conflict of interest forms have been signed and given to Faith.

Karen to review and update contact list.

Other Business: Trustees to complete board evaluations – Martha will look into format for February meeting.

Action Item Review: See below.

The next meeting will be February 10 at 6:30 PM.

The meeting was adjourned at 7:05 PM. Martha moved and Patty seconded. Vote was unanimous.

Respectfully submitted,

Karen Mattison, Secretary

Action Items		
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>
Faith	Carpet cleaning quote	

**Argyle Free Library
Trustees Meeting Agenda
January 2025**

Call to Order

Public Comment Period

Minutes of Last Meeting

Board Calendar

Treasurer's Report – payroll error

Director's Report

Committee Reports

- Friends of the Library
- Building Committee
- Strategic Planning Committee
- Policy Committee – meet every 6 weeks

Old Business

- Sale of Old Printer
- Trustee Training – Wes, Resources for Wellness: Toolkit for Rural & Small Libraries
- Policy Approval - Building Use Policy (sent by Faith)

New Business

- Elect 2025 Officers
- Appoint Joanne and Martha to new 3-year terms 2024-2027 (oversight in 2024);
Karen and Patty 2025-2028
- Contact List updates
- Sign Conflict of Interest Forms
- Purchase Cyber Insurance

Other Business?

Action Item Review

Date of next meeting – February 10 at 6:30 pm

Adjournment

2024 Budget to Actual - 2024
1/1/2024 through 12/31/2024 Using 2024

1/3/2025

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Category	Actual	2024 Budget	Difference
INCOME	115,073	108,099	6,974
Carry Over	0	8,684	-8,684
Replacement Fees	15	0	15
Copies-Copier & Computer Printing	266	300	-34
Dividends	297	270	27
Major Revenue	111,580	95,345	16,235
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	20,099	10,200	9,899
Grants	5,625	0	5,625
New York State-SALS	1,611	1,400	211
Transfer from Investments	0	3,500	-3,500
EXPENSES	127,716	107,620	-20,096
Uncategorized	16,000	0	-16,000
Capital Expense	4,900	8,000	3,100
Donations	200	300	100
Equipment	4,794	2,125	-2,669
Major Library	9,601	7,246	-2,355
Books	7,663	4,500	-3,163
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	2,527	1,200	-1,327
Regular Programs	154	300	146
Special Programs	1,009	500	-509
Summer Prog	1,364	400	-964
Service Charges (SALS)	3,055	3,061	6
Training, Required	52	200	148
Bus. Insurance	3,876	4,508	632
Employee Benefit, Business-Employee ...	0	700	700
Education	0	600	600
Membership Fees	0	100	100
Legal-Prof Fees	0	200	200
Office	592	210	-382
Postage and Delivery	785	1,500	715
Printing and Reproduction	939	1,800	861
Repairs & Maint	7,782	3,500	-4,282
Building Repairs	4,612	0	-4,612
Other Repairs & Maint	145	0	-145
Supplies, Bus-Supplies	682	375	-307
Utilities, Bus	4,443	6,470	2,027
Electrical Service	2,000	2,000	0
Heating Oil	1,615	3,500	1,885
Security System	128	130	2
Telephone	549	690	141
Video Conference	150	150	0

2024 Budget to Actual - 2024
1/1/2024 through 12/31/2024 Using 2024

1/3/2025

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Category	Actual	2024 Budget	Difference
Wages	65,168	66,000	832
Net Difference:	-12,643	479	-13,122

Director's Report: 1/13/2024

1. News & Updates:
 - a. Thankfully we are having a nice slow month with no issues!
 - b. Annual Report
 - i. I will be working on the annual report.
 - c. I will be on vacation Feb 26-March 5

2. Programing
 - a. We will have 33 programs this month.
 - b. We took a break from special events this month to regroup and work on planning.

Data Analysis

2024

	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	10	5	6	4	103
Adult Book	291	292	269	279	313	266	308	347	277	246	241	247	3376
Childrens Book	232	271	245	200	282	259	361	374	279	269	232	153	3157
Childrens New Books	19	21	22	23	12	24	46	28	20	24	16	10	265
Childrens New Video	6	6	8	3	1	2	0	0	3	6	3	1	39
Childrens Video	14	14	8	13	18	11	11	15	2	9	8	11	134
Realia	1	1	4	3	5	6	4	2	0	0	3	1	30
Magazine	16	17	3	19	4	3	7	5	6	1	5		86
Music	2	4	12	3	11	2	0	8	2	5	2	5	56
Adult New Books	55	39	35	29	39	35	42	43	39	40	47	44	487
New Video	21	23	24	7	19	14	19	10	12	14	10	13	186
Video	57	63	72	51	41	44	33	29	34	72	24	36	556
Total:	724	760	709	635	747	671	856	876	684	691	597	525	8475

Interlibrary Loan

Received	361	307	394	321	403	412	360	344	283	306	209	299	3999
Percentage (estimate)	50%	40%	56%	51%	54%	61%	42%	39%	41%	44%	35%	57%	

GALE Usage (sessions)	591	1065	943	1299	1289	779	632	420	420	516	526	460	8940
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Overdrive Usage (check outs)

E-Books	98	106	103	79	132	75	72	76	73	75	54	57	1000
Audiobooks	106	105	93	93	82	89	145	124	124	40	108	117	1226
Magazine	71	87	92	71	95	73	61	59	176	197	180	191	1353
Total:	275	298	288	243	309	237	278	259	373	312	342	365	
New Users	1	2	8	3	1	7	2	2	2	3	3	1	

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 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
	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	
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 2025-2028 term for Joanne, Martha, Sandy

Jan 2025-2028 term for Karen

Jan 2025-2028 Patty

2023-2026 term for Jill, Phyllis

2024-2027 term for Carol, Wes