

Minutes of the Argyle Free Library Board of Trustees
February 17, 2025

The meeting was called to order at 6:34 PM by Phyllis Snell, President.

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

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

Annual Report Review

Annual Report was reviewed. Jill moved to approve the annual report – Martha seconded and the vote was unanimous.

Treasurer's Report

See Attachment 2 for the detailed treasurer reports. List of bills was approved to pay. The payroll error was reviewed and we agreed that no correction would be made and Faith will not receive a Christmas bonus since she received it “early” this year. Extra hours for Jess have been approved since OATS Funds have run out. Jill moved to approve extra hours and Joanne seconded and the vote was unanimously approved.

Committee Reports

Building Committee: Carol shared how much in funds were disbursed for the Building Grants through NYS and suggested that we apply for funding and asking Sarah Dallas for assistance with how to go about this.

Action Item Review: See below.

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

The meeting was adjourned at 6:59 PM. Jill moved and Martha 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	<p>Survey the community</p>	<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>
Karen	<p>Look into getting the shed delivered and installed.</p>	<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> <p>2/10/25 – Delivery will now be Spring 2025 since the ground is frozen. The shed is done and looks to be done correctly this time.</p>
Faith	<p>Carpet cleaning quote</p>	

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

Call to Order

Public Comment Period

Minutes of Last Meeting

Board Calendar

Treasurer's Report – payroll error

Director's Report

- Annual Report Q&A
- Annual Report Approval

Committee Reports

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

Old Business

- Old Printer
- Further discussion of Building Use & Alcohol Policy proposed changes
- Contact List updates – any corrections needed?
- Purchase Cyber Insurance

New Business

- SALS looking for additional Board members
 - Meet 3rd Tuesdays, 9X/year
 - Visit www.sals.edu for more info, or talk to Carol
- Investment Report
- Continue Tech Support hour? (OATS grant ended)
- Email from Pam DeSignore on 2/7 containing entry forms for Trustee of the Year and Program of the Year nominations. Do we have any nominations?
- SALS emails
 - Impact of recent Executive Orders on libraries, Does anyone want to see that info?
 - Contact your NYS representatives about recent budget cuts

Other Business – thoughts on Library Trustee Job Description (no homework for March)

Action Item Review & Updates?

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

Adjournment

2025 Budget to Actual - Current Year

1/1/2025 through 12/31/2025 Using 2025

2/11/2025

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Category	Actual	2025 Budget	Difference
INCOME	921	111,629	-110,708
Carry Over	0	4,500	-4,500
Copies-Copier & Computer Printing	24	330	-306
Dividends	0	330	-330
Major Revenue	318	106,469	-106,151
Argyle School District	0	70,969	-70,969
Argyle Town	0	15,000	-15,000
Argyle Village	0	1,000	-1,000
Donations-Fund Raising & Gifts	310	18,000	-17,690
New York State-SALS	0	1,500	-1,500
Other Major Revenue	8	0	8
Everything Else	0	-106,469	-106,469
EXPENSES	7,656	111,629	103,973
Donations	0	300	300
Equipment	995	8,200	7,205
Major Library	261	9,900	9,639
Books	113	4,500	4,387
Digital Media-ebooks/Overdrive	0	3,000	3,000
DVD and Audiobooks	147	2,400	2,253
Payroll Services	0	164	164
Program Events	101	1,120	1,019
Regular Programs	0	120	120
Special Programs	40	500	460
Summer Prog	61	500	439
Service Charges (SALS)	255	3,061	2,806
Training, Required	0	200	200
Bus. Insurance	-515	6,000	6,515
Everything Else	0	10,381	10,381
Employee Benefit, Business-Employee ...	0	1,000	1,000
Education	0	900	900
Membership Fees	0	100	100
Legal-Prof Fees	0	200	200
Office	8	209	201
Postage and Delivery	0	1,500	1,500
Printing and Reproduction	0	1,200	1,200
Everything Else	0	4,109	4,109
Repairs & Maint	552	2,525	1,973
Other	552	0	-552
Supplies, Bus-Supplies	380	400	20
Utilities, Bus	220	6,390	6,170
Electrical Service	0	2,000	2,000
Heating Oil	0	3,500	3,500
Security System	11	140	129
Telephone	49	600	551
Video Conference	160	150	-10
Wages	5,400	69,260	63,860
Net Difference:	-6,735	-0	-6,735

Director's Report: 1/17/2025

1. News & Updates:
 - a. Annual Report
 - i. The report has been submitted with the changes sent to me by board members.
 - ii. Waiting for SALS to send back any edits before it is sent to NYS
 - b. Reminder, I will be on vacation Feb 26-March 5
2. Building and Maintenance
 - a. Hot water issue
 - i. Our hot water isn't working consistently. You get a few seconds of hot, then cold...
 - ii. I will have Bill investigate it, and we will use funds from our repairs and maintenance budget for parts if he can fix it. If not, I will call a plumber.
3. Programing
 - a. We have 30 programs this month.
 - b. Our special events this month are
 - i. Spread Kindness ornaments
 3. We made 25 Valentine ornaments for the residents at the Washington center.
 - ii. Mosaic tile workshop
 3. We are using glass and clay to make mosaic tiles.
4. Fundraising
 - a. Blind Date with a Book
 - i. Karen brought in over a dozen beautifully wrapped books for the friends to sell.
 - ii. Book subjects are on a card and there are a multitude of small treats in each wrapped package.

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	November 2024 Board
	Bill to take up ramp carpet to check for possible rotten	November 2024 Board
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

Calendar of Events for AFL Board of Trustees

Date	Event	Source of Requirement
July		
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
	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	No Bonus for Faith - already paid in January - unless we want to give her more.
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 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