

Minutes of the Argyle Free Library Board of Trustees

March 10, 2025

The meeting was called to order at 6:32 PM by Phyllis Snell, President.

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

Also in attendance was Faith St. John (library director) and John Felicetti (interested citizen).

Public Comment Period: Nothing to note

Minutes of Past Meeting

Minutes of our January and February meetings were reviewed. Martha motioned to approve them, Patty seconded, and the vote was unanimous.

Board Calendar

Phyllis reviewed the upcoming tasks.

Our investments were reviewed, Jill motioned to approve our type of investments and leave them as is and Martha seconded, the vote was unanimously approved.

Treasurer's Report

See Attachment 2 for the detailed treasurer reports.

Library Director Report:

See Attachment 3 for the complete Library Director's report. Faith reviewed her report, 34 programs coming up in March. Two incident reports were reviewed and the board agrees that a one year suspension for the patrons is appropriate.

The library drop is degrading. Wes motioned to approve up to \$6500 for a new book drop, Joanne seconded and the vote was unanimously approved.

Committee Reports

Friends of the Library: No Report, Linda Clark is now Treasurer and Secretary

Building Committee: Shed is complete, waiting for the ground to thaw.

Strategic Planning Committee: Meeting coming up Thursday March 13th.

Policy Committee: Policies have been identified to review and a date will be set to review those. Tentative date is March 20th.

Old Business:

Printer – Old printer will be sold.

Policy Approvals – Building Use and Alcohol Policy - Policy Committee to review at upcoming meeting

Contact List – reviewed and no changes needed

Cyber Insurance – Jill to get this started as long as the premium has not increased significantly

New Business:

SALS – seeking additional board members

Other Business:

Library Trustee Job Description – To review Board/Director Expectations

Policies – Matha handed out two policies to be reviewed at the upcoming Policy Committee meeting

Action Item Review: See below.

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

The meeting was adjourned at 7:27 PM. Jill moved and Patty seconded. Vote was unanimous.

Respectfully submitted,

Karen Mattison, Secretary

Action Items		
Personnel Committee	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 5/10/21: work on employee handbook to minimize redundancies with policies and avoid inconsistencies as they are updated	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 1/15/24 Reviews Done and redundancies will be rolled into Personnel Policy 6/10/24 Meeting on 6/27/24 – draft hopefully next meeting 6/27/24 Personnel Policy draft created. Targeting September to finalize draft for Board review. 9/9/24 Faith is looking into this 10/14/24 A policy committee meeting should occur to review outstanding items.
Strategic Planning Committee	Survey the community	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 7/4/24 Survey handed out at Book Sale – Google form link to be created and meeting in September to review responses. 9/9/24 – Survey Complete. Meeting coming up and field trip planned.
Karen	Look into getting the shed delivered and installed.	6/10/24 – Potential delivery in July/August 9/9/24 – Delivery scheduled for end of September 10/14/24 – Delivery will be prior to snow
Faith	Carpet cleaning quote	

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

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 – shed update
- Strategic Planning Committee – meeting March 13
- 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
- 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?

Other Business – thoughts on Library Trustee Job Description

Action Item Review

Date of next meeting – April 14 at 6:30 pm

Adjournment

2025 Budget to Actual - Current Year

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

3/8/2025

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Category	Actual	2025 Budget	Difference
INCOME	1,379	111,629	-110,250
Carry Over	0	4,500	-4,500
Copies-Copier & Computer Printing	37	330	-294
Dividends	0	330	-330
Major Revenue	762	106,469	-105,707
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	710	18,000	-17,290
New York State-SALS	0	1,500	-1,500
Other Major Revenue	52	0	52
Everything Else	0	-106,469	-106,469
EXPENSES	16,536	111,629	95,093
Donations	0	300	300
Equipment	1,537	8,200	6,663
Major Library	685	9,900	9,215
Books	361	4,500	4,139
Digital Media-ebooks/Overdrive	0	3,000	3,000
DVD and Audiobooks	254	2,400	2,146
Other Major Library	70	0	-70
Payroll Services	0	164	164
Program Events	172	1,120	948
Regular Programs	71	120	49
Special Programs	40	500	460
Summer Prog	61	500	439
Service Charges (SALS)	514	3,061	2,547
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	13	209	196
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	655	2,525	1,870
Other	655	0	-655
Supplies, Bus-Supplies	419	400	-19
Utilities, Bus	2,764	6,390	3,626
Electrical Service	1,800	2,000	200
Heating Oil	692	3,500	2,808
Security System	21	140	119
Telephone	91	600	509
Video Conference	160	150	-10
Wages	10,292	69,260	58,968
Net Difference:	-15,158	-0	-15,157

Director's Report: 3/10/2025

1. News & Updates:
 - a. Annual Report
 - i. All done and submitted to NY.
 - b. Patron Issue
 - i. We have had regular issues with two patrons (sisters) who have consistently shown disrespect and rudeness to library staff. This has gone as far as calling Olivia a rude name, telling me I should fire Jess, and consistently asking for special treatment and then being rude when we cannot accommodate them.
 - ii. I have attached 2 incident reports for the board to look over.
2. Building and Maintenance
 - a. Book Drop
 - i. We may need to address this sooner than later. I know I suggested putting it off for a bit so that we could include it with future construction, but the winter did a number on the box.
 - ii. It will cost roughly \$6000 for a solid outdoor drop box.
 - b. Hot water issue
 - i. Bill will be stopping by this week to take a look.
3. Programing
 - a. We have 34 programs this month.
 - b. Our special event this month is:
 - i. Spring Garden Planning - Jackie Barg from the local garden club and the Argyle Community Garden will be joining us while we help patrons plan for their spring planting.
4. Fundraising
 - a. Blind Date with a Book
 - i. Raised \$60 for The Friends.

Argyle Free library

Incident Report Form

To be completed by staff within 48 hours of incident

Instructions: Please complete this form after an incident on Library premises. An incident can be a severe altercation with or among patrons, events that occurred that are dangerous to the staff or public, or where the police or emergency services were summoned (report required in such instances). Submit the completed report to the Library Director.

Location of incident: ____ Library _____

Date/Time of incident: ____ 2:55-3:05 ____ Sat, Jan 11th _____

Patron Name(s) & contact information (if known & applicable):

____ Doreen Gluck _____ ____ Murial Gluck _____

Please provide information about the incident, to the fullest extent reasonable.

On Sat Jan 11th, the above patrons called and asked Olivia to stay open past our 3:00 closing time so that they could come in and use the computer and copier.

Olivia informed them that we would close at 3:00 and that we wouldn't be able to stay open, but if they came in before 3, she would stay for a bit so they could finish what they needed to do. This wasn't acceptable to them, and they were rude to her on the phone, saying they were coming over anyway.

Olivia texted me to let me know what had happened, and to make sure she was in the right. I reassured her that she was not obligated to wait around after closing, especially since these patrons are known for not showing up when they say they will (to pick up books, get tech help, etc..).

The above patrons arrived at the library around 3:02 after Olivia had brought in the flag and flipped the sign but had not yet locked the door. They walked in and when informed by Olivia that they were too late, they called her a bitch and left.

Olivia was in contact with me via text throughout the incident, and I feel she acted professionally.

I have asked Olivia to write things up from her perspective so that we have clear info from her perspective.

Were police/emergency services called? Yes _____ No X

Please provide details regarding action taken by staff and/or police. Include officer(s) name(s), if applicable.

N/A

What follow-up by the Library Director is recommended?

These patrons have consistently shown disrespect to library staff. I feel that a verbal warning should be issued, and that if they continue to treat our staff rudely, they should be asked not to return to the library.

Staff Name/Signature _____ / _____ Date_____

Director Name/Signature Faith St John / _____ Date_____

Argyle Free library

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Location of incident: ____ Library _____

Date/Time of incident: ____ 2:30-3:00 __ Wed, March 3rd, 2025 _____

Patron Name(s) & contact information (if known & applicable):

____ Doreen Gluck _____ ____ Murial Gluck _____

Please provide information about the incident, to the fullest extent reasonable.

On Wed the 5th, the above patrons were using the library when the power went out.

They were very upset and rude when Jess told them that, due to the power outage, we would be closing and that they would have to leave.

They continued to work on their project and did not seem to be packing up. They asked Jess for our Wifi password and were rude to her when she told them that there was no Wifi because we had no power.

After waiting a few minutes, I entered the room and asked them how long they needed to finish up and let them know (again) that we were closing due to the power outage. They were upset at the reminder and told me that it was obvious that we were closed. They told me that I should just let them continue to work. I made it clear that, because it was dark and unsafe, I could not let them remain in the library. They continued to make rude comments about us to each other, loudly enough for us to hear clearly.

Since this was not the first time we have had issues with these patrons, I did give them a verbal warning that if they continued to behave badly to our staff, they would be asked not to return to the library.

After 5-10 minutes, they wrapped up what they were doing and left.

Were police/emergency services called? Yes _____ No X

Please provide details regarding action taken by staff and/or police. Include officer(s) name(s), if applicable.

N/A

What follow-up by the Library Director is recommended?

This was the latest in a series of issues with these patrons, including an incident in January when they called Olivia a bitch for not staying open late for them. Since they have consistently shown disrespect to library staff, I feel that they should be given a written warning, and that if there is another incident, they should be asked not to return to the library for 1 year.

Staff Name/Signature _____ / _____ Date _____

Director Name/Signature Faith St John / _____ Date _____

Calendar of Events for AFL Board of Trustees

Date	Event	Source of Requirement
1 week prior to each	Give public notice of meeting time and place to the news media;	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 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
	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 2023	Financial Policy
	Review library budget request to be included on ballot with school budget vote. Send letter to ACS Business Manager re year's requested library funding for school ballot	
	Change battery in smoke detector	
	SALS Annual Business Meeting - Identify a program for award nomination	
	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 boards	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		
August	Board to give annual LD review inputs to personnel committee	Board Minutes – August
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	Board Minutes – October
	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	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	
	LD provide Annual Technology Report to Board with recommendations	5 Year Strategic Plan

Calendar of Events for AFL Board of Trustees

Date	Event	Source of Requirement
	Review Friends of the Library’s Memorandum of	Board Minutes – Feb 2023
	Mail fundraising letter	Dec 2022 Board Meeting
	Contract with someone to plow/shovel snow – not Dan Pettys	Board Minutes – March
November	Decide staff Christmas/year-end bonuses	paid in January - unless we
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 strategic plan for	
Summer 2024	Pump septic tank – last pumped in December 2018, do every 5 years; run	September 2021 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