

Minutes of the Argyle Free Library Board of Trustees

April 14, 2025

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

Members present: Karen Mattison, Patricia (Patty) Hall, Carol Kuhr, Jill Elliott, Martha Johnson and Phyllis Snell.

Also in attendance was Faith St. John (library director) and Sara Dallas (SALS Director), Doris Nichols (community member).

Public Comment Period: Sara Dallas – IMLS staff has been put on administrative leave. Affects NYS – anticipated loss of 55,000 positions within the NYS library system. 104.6M in state aide for Library Development but without the staff to distribute that aide – how would the libraries receive it.– 45M in construction aide has been defunded. Discretionary Grant Programs – also impacted. Overseeing Trustee Education, technical assistance to 762 libraries ensuring all individuals have access to a public library. There is a lawsuit out to halt the executive order. NYS Research Library and Special Collections – established in 1818 – renowned for its extensive collection. Social Work in Libraries, Ready to Read, Summer Reading Program, Novel NY – ensure access to journals regardless of wealth, Documentary and Heritage Preservation Services in NY, Training. Interlibrary loan delivery services and joint automation will mostly impact our library. Reach out to Local Officials – Need to be loud. Write letters to the editor, kids, adults – all sides of politics. See Attachment 2 for a full report from Sara Dallas.

Minutes of Past Meeting

Minutes of our March meetings were reviewed. Carol motioned to approve them, Martha seconded, and the vote was unanimous.

Board Calendar

Phyllis reviewed the upcoming tasks.

Treasurer's Report

See Attachment 3 for the detailed treasurer reports. The insurance audit – we will have an extra insurance bill for the contractors that did not carry workers compensation.

Phyllis and Joanne completed the internal review of the 2024 Treasurer records. Jill responded to their questions.

Library Director Report:

See Attachment 4 for the complete Library Director's report. Faith reviewed her report, suggested purchasing two new computers – staff PC and Faith's laptop – Jill moved to replace the two computers and Patty seconded. The vote was unanimously accepted. Faith also reviewed programming.

Committee Reports

Friends of the Library: Met on March 19th. Two new members attended. Jess was elected as chair and Cathy Radner as Vice Chair. \$300 - \$200 for snacks for the teens, \$50 for Women in Services, \$50 for scavenger hunt prizes has been requested. Patty moved to approve the funds and Martha seconded. The vote was unanimous. The plant sale and basket raffle will be May 24th. Basket donations are being requested. The friends would like to take over the book sale in July and will do another in October. Volunteers would still be appreciated.

Building Committee: The shed delivery will be soon once the ground dries out a bit.

Strategic Planning Committee: Reviewed proposals and timeline.

Policy Committee: The Accounts Payable draft revisions, Bulletin Board Policy, Circulation Policy and Computer and I-net Use Policies were reviewed. Carol moved to approve all these policies and Patty seconded. The vote was unanimously approved.

Old Business:

Printer – Old printer is valued at \$200 but Faith is deciding whether or not to sell it. She may decide to use for crafts.

Cyber Insurance – Jill requested the policy addition – the new premium is \$945 for March -September.

New Business:

SALS Annual Meeting – Patty and Karen will attend with Faith.

Other Business:

Library Trustee Job Description – To review Board/Director Expectations

Review – Working Together: Roles & Responsibilities Guidelines

Action Item Review: See below.

The next meeting will be May 13 at 6:30 PM.

The meeting was adjourned at 8:13 PM. Martha moved and Carol 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	Finalize strategic plan document	
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
2025**

Call to Order

Sara Dallas Intro and Advice

Public Comment Period

Minutes of Last Meeting

Board Calendar

Treasurer's Report

- Mini-Audit Results/Questions

Director's Report

Committee Reports

- Friends of the Library
- Building Committee
- Strategic Planning Committee – comments on Goals?
- Policy Committee – Computer & Internet Use Policy, Behavior Policy

Old Business

- Old Printer
- Cyber Insurance

New Business

Other Business

- Thoughts on Board-Director Expectations
- Review Working Together handout for May

Action Item Review – do we need this document anymore?

Date of next meeting – May 12 at 6:30 pm

Adjournment

Federal Funding for Libraries is at Risk

The New York State Library relies on \$8.1 million in federal funding from the Institute of Museum and Library Services (IMLS) through its Grants to States Program. This funding is crucial for supporting New York's 7,000 libraries, 72 library systems, and the NYS Library itself. Notably, 55 of the NYS Library's 84 positions are funded by these federal dollars. The anticipated loss of this funding will severely undermine the NYS Library and jeopardize essential services for communities across the state.

Critical Services at Stake

Administration of State-Level Services for Public Libraries and Library Systems

Every action of the State Library is driven by our mission to empower libraries. As they face numerous challenges, the State Library is committed to designing policies that ensure their resilience and success.

- **Distributing \$104.6 million in State Aid to Libraries:** Ensuring timely and efficient distribution of aid to all types of libraries, with oversight to guarantee that funding benefits local communities.
- **Managing \$45 million in Public Library Construction Aid:** Reviewing and improving applications to help all libraries, especially small and rural ones, meet rigorous state standards and receive important aid.
- **Administering Discretionary Grant Programs:** Including initiatives like Conservation and Preservation Grants for libraries and cultural institutions and priorities of the legislature, such as Dolly Parton Imagination Library Participation Grants.
- **Processing Public Librarian Certification and Overseeing Trustee Education:** Enabling job placements of recent graduates and ensuring library boards receive necessary trustee training to fulfill their responsibilities.
- **Providing Technical Assistance:** Supporting 762 public libraries with guidance on library chartering, funding, governance, and accountability, ensuring every New Yorker has access to a public library.

Stewardship of the New York State Library's Research Library and Special Collections

Threats to this institution are a threat to the State's history and the fundamental principles of democracy, which rely on an informed public and the free access to information.

- **Operating a Historic Institution:** The New York State Library, established in 1818 is renowned for its extensive collections.
- **Caring for the 20 Million Library Items:** Our collections document the history of New York and the nation, including treasures like George Washington's original draft of his Farewell Address and the handwritten draft of Abraham Lincoln's Preliminary Emancipation Proclamation.
- **Providing Expert Research Assistance:** Through digitization efforts and reference services, we provide access to a wealth of information for researchers worldwide.

Support Services for Libraries and Communities Across the State

The landscape of library services is continuously evolving. The State Library provides the leadership and resources necessary to meet these changing needs. Even state-funded initiatives rely on federal funding for effective administration.

- **Ready to Read at New York's Libraries:** Leading early literacy initiatives to ensure that every child has access to evidence-based learning opportunities in their local library.
- **Social Work and Libraries:** Addressing the needs of vulnerable community members by convening library workers to develop effective support strategies.
- **Summer Reading at New York Libraries:** A cherished tradition that fun learning opportunities for children year-long, entirely funded by federal support.
- **Administration of the New York Electronic Virtual Library (NOVELny):** Offering essential research databases to schools and libraries, ensuring equitable access to information literacy skills for all students, regardless of their district's wealth.
- **Documentary Heritage and Preservation Services for New York (DHPSNY):** Supporting libraries and cultural institutions in preserving documents that safeguard New York's community histories.
- **Professional Development and Training:** Providing continuing education opportunities for librarians, trustees, and educators to enhance their skills, ensuring that New York's libraries can thrive.

And More

Without the State Library, there is no organization to establish the policies and priorities that guide our libraries, leaving them exposed to threats that could undermine their very existence. Libraries are not merely symbols of equity, access, and opportunity; they are the driving force behind those values in every community across our state. The State Library is unwavering in its commitment to this mission, diligently supporting libraries through every facet of its work—whether through essential administrative functions or ambitious statewide initiatives.

2025 Budget to Actual - Current Year

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

4/10/2025

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Category	Actual	2025 Budget	Difference
INCOME	17,050	111,629	-94,579
Carry Over	0	4,500	-4,500
Copies-Copier & Computer Printing	59	330	-271
Dividends	0	330	-330
Fines	5	0	5
Major Revenue	16,132	106,469	-90,337
Argyle School District	0	70,969	-70,969
Argyle Town	15,000	15,000	0
Argyle Village	0	1,000	-1,000
Donations-Fund Raising & Gifts	1,132	18,000	-16,868
New York State-SALS	0	1,500	-1,500
Everything Else	0	-106,469	-106,469
EXPENSES	26,948	111,629	84,681
Donations	0	300	300
Equipment	4,147	8,200	4,053
Major Library	1,698	9,900	8,202
Books	1,289	4,500	3,211
Digital Media-ebooks/Overdrive	0	3,000	3,000
DVD and Audiobooks	409	2,400	1,991
Payroll Services	0	164	164
Program Events	386	1,120	734
Regular Programs	71	120	49
Special Programs	254	500	246
Summer Prog	61	500	439
Service Charges (SALS)	773	3,061	2,288
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	172	209	37
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	1,401	2,525	1,124
Other	1,401	0	-1,401
Supplies, Bus-Supplies	424	400	-24
Utilities, Bus	2,823	6,390	3,567
Electrical Service	1,800	2,000	200
Heating Oil	692	3,500	2,808
Security System	32	140	108
Telephone	140	600	460
Video Conference	160	150	-10
Wages	15,364	69,260	53,896
Net Difference:	-9,898	-0	-9,898

Director's Report: 4/14/2025

1. News & Updates:

- a. New PC's
 - i. Due to the likelihood of increases in technology prices, I think we should replace 2 of our computers in this year's group order.
 - ii. At this time both our staff PC and my laptop are due for an upgrade. Both are running Windows 10, which will not be supported after October of this year.
 - iii. Both computers are still functional, so we can find ways to use them that are not affected by the lack of security that an unsupported operating system brings.
- b. New Strategic Plan!
 - i. Martha, Patti and Phylis have worked very hard to get our new 5-year plan ready for review. I want to say thank you to them for their hard work!
- c. Policy Review
 - i. Martha and I are moving quickly through policies. :)

2. Building and Maintenance

- a. Book Drop
 - i. I'm still looking at options. It kills me to spend \$6000 on something that isn't perfect.
 - ii. Where did we get the mailbox?
- b. Hot water issue
 - i. Bill fixed it! It was a battery in timer.

3. Programing

- a. We have 35 programs scheduled this month.
- b. Our special events this month are:
 - i. Shrinky Dink Keychain Workshop
 - ii. Family Story Time during Spring Break
- c. Chickens
 - i. This was a great program. I think the adults were just as excited as the kids.

Data Analysis 2025

2025

[illegible]

Interlibrary Loan

[illegible]

GALE Usage (sessions)	GALE Usage (sessions)
1	1
2	2
3	3
4	4
5	5
6	6
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[illegible]

Overdrive Usage (check outs)

[illegible]

Data Analysis

2025

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Patron Count												
Kids	156	154	187	0	0	0	0	0	0	0	0	0
Adults	283	255	338	0	0	0	0	0	0	0	0	0
Total:	439	409	525	0	0	0	0	0	0	0	0	0

Program Totals

[illegible]

Computer Use

Computer Use		25	32	24	0	0	0	0	0	0	0	0
computer help		12	10	4	0	0	0	0	0	0	0	0
OATS		4	3	0	0	0	0	0	0	0	0	0

Reference Questions

Reference Questions	58	34	41	0	0	0	0	0	0	0	0	0
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WIFI usage

Library (Users)	232	191	230									
Cossayuna (Users)	64	57	51									
Total:	296	248	281	0	0	0	0	0	0	0	0	0

Non Library Sponsored Meetings

Non Library Sponsored Meetings	1	2	5	0	0	0	0	0	0	0	0
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Argyle Free Library: Accounts Payable Policy

POLICY STATEMENT

The purpose of Accounts Payable is to ensure that all Argyle Free Library funds are disbursed and recorded in accordance with generally accepted accounting principles. Accounts Payable is responsible for auditing and processing all invoices for payment.

Procedure

1. Review of Documentation

All supporting documentation including, but not limited to, invoices, vouchers, contractual agreements, and receiving reports will be reviewed and initialed by the ~~Library Director~~, ~~Treasurer~~ or his/her designee. Expenses will be reviewed by the ~~Treasurer~~ ~~Library Director~~ to ensure they are being charged to the proper accounting budget category.

2. Payment Processing

The payment process involves the following:

- Proper supporting documentation such as invoice, contract, or accepted quote.
- Accuracy of payment: Goods and services must be in accordance with terms of agreement. Payments must be authorized expenditures and should match receipt or invoice. Anytime the payment amount deviates from the invoiced amount a note should be included in the record.
- It is the duty of each individual who makes a purchase to ensure that all steps in the payment process are followed in a prompt manner with proper authorization for transactions. If proper documentation is not included with the request for payment, the Treasurer will not process payment until proper documentation is received.

3. Advance Payments to Vendors

Goods and services provided to Argyle Free Library are generally paid after receipt of such goods and services. However, we will provide advance payment and services to known and reputable vendors. These include:

- Books, periodicals
- Maintenance service contracts
- Vendors who offer and demonstrate payment discounts
- Membership dues
- Seminar/conference registrations
- Utilities
- Payroll taxes (business taxes)

In those cases where advance payments are made, they should not exceed the approved annual budget amounts for the corresponding goods/services, unless approved by the Board of Trustees at a formal meeting.

Argyle Free Library: Accounts Payable Policy

4. **Vendor/Contractors**

Independent Contractors must have the following forwarded to the Treasurer prior to the issuing of payment:

- Copy of contract, written agreement, proposal, invoice or quote acceptance.
- Certificate of Insurance, naming Argyle Free Library as additional insured.

5. **Credit/Debit Card**

Credit/debit card purchases should be recorded monthly and submitted to the Treasurer, along with any supporting documentation.

6. **List of Bills**

- The Treasurer will create a List of Bills prior to each scheduled Board of Trustees meeting. The List of Bills will contain all of the payments that are currently due.
- The List of Bills will be presented for approval at each Board of Trustees meeting. The Board of Trustees has the authority to remove any invoice from the List of Bills to prevent payment.
- Once the List of Bills has been approved by the Board of Trustees, the Treasurer will issue the approved checks.

7. **Records**

All records shall be kept by the Treasurer in compliance with the Argyle Free Library Retention Policy.

Argyle Free Library Bulletin Board Policy

POLICY STATEMENT

The Argyle Free Library provides space on its public bulletin boards for notices, announcements and community events. This service is extended in the spirit of community and to provide access to a wide variety of sources of information.

REGULATIONS

1. Staff may discard items not appropriate for placement, and excess copies of any items received. Library staff reserves the right to remove postings.
2. ~~Staff will follow publicly posted guidelines in making decisions about the placement of materials.~~
3. Items will be posted or made available on an equitable basis, subject to available space, regardless of the beliefs or affiliations of the individuals or groups represented.
4. ~~Religious and political materials are permissible for informational purposes or special events; materials which have the primary effect to proselytize for a single point of view will not be displayed.~~
5. Posting of a notice or placement of materials in a display rack does not imply endorsement by library staff or the library board.
6. Generally, notices will not be posted for longer than three weeks. The library is unable to make arrangements for any notices to be returned.
7. Library bulletin board posting guidelines:
 - a. Library staff posts all items, please give your items to library staff to be posted.
 - b. Library, local non-profit, and local educational items are priority. Local commercial items are allowed. "Local" defined as within The Argyle Free Library service area. Staff may post non-local items when space is plentiful.
 - c. Religious and political materials are permissible for informational purposes or special events; materials which have the primary effect to proselytize for a single point of view will not be displayed.
 - d. Please limit the number of items you request to be posted.
 - e. ~~Postings will not be posted for longer than three weeks.~~
 - f. ~~Posting an item yourself risks having it removed by staff.~~
 - g. Library staff reserves the right to remove postings.

Application of these guidelines will be based on the judgment of the Library Director. Decisions made by the Library Director may be appealed to the Library Board.

Questions? Please see the Librarian

Argyle Free Library: Circulation Policy

POLICY STATEMENT

This policy is to state the rules regarding lending of materials to library patrons.

REGULATIONS

- Library materials may be borrowed by anyone who has a valid Argyle, SALS (Southern Adirondack Library System) or MVLS (Mohawk Valley Library System) Library card. An Argyle Free Library card may be used at other libraries in these systems but each library's limitations will vary.
- Library cards can be obtained by completing an application form available from the library staff or by visiting the library and speaking with the clerk.
- Cards will be issued to anyone who is at least three (3) years old. ~~Applicants less than 14 years of age will require a guardian's signature acting as a sponsor on their application form.~~
- ~~Tourists~~ Non-residents (someone who does not have a permanent address in the areas covered by SALS or MVLS) may obtain a library card by completing an application and providing both a local and a permanent home address.
- Cards will be issued upon receipt of a complete application form and borrowing can begin immediately. Possession and use of a library card indicates acceptance of library policies. Library cards can be revoked.
- Videos are lent out for a ten-day period. ~~Only~~ Five (5) videos are allowed to be borrowed at a time per patron.
- Audio books and new books are lent out for a 14-day period. **Three (3) audiobooks or new books per patron are allowed to be borrowed at a time.**
- All other Library books or magazines have a four (4) week lending period. **Thirty (30) books or magazines per patron are allowed to be borrowed at a time.**
- Renewals will match the original lending period and can be obtained either by consulting the library staff or ~~done~~ on line. Renewals will be limited for materials with a waiting list.
- ~~Notifications can be done by text or email. Please let the clerk know your preference, if any.~~
- ~~Overdue materials will be fined:~~
 - ~~\$1.00 per day for videos, audio books and new books up to a \$5.00 maximum per item;~~
 - **Lost materials will incur a fine.**
 - Materials not returned within three (3) months will be considered lost and you will be billed for the replacement value of the materials.
- Library privileges will be revoked if a borrower owes more than \$10.00 in fines or has not returned materials. This revocation applies to the total SALS / MVLS systems. Payment of outstanding fines or replacement of lost items will reverse the revocation of the library card and re-instate borrowing privileges.

Argyle Free Library: Computer & Internet Use Policy

POLICY STATEMENT

To fulfill our mission, Argyle Free Library (AFL) provides computers and internet access at no charge for patron use. This policy is designed to provide users with information concerning the internet access and computer equipment in the library and to establish ground rules for their use. Privacy and confidentiality of patrons' use of AFL computers and internet access is in accordance with the AFL 'Confidentiality of Library Records' policy, available on the AFL website (<http://argylelibrary.sals.edu/>).

REGULATIONS

1. The Argyle Free Library public computers and internet are available to all members of the public.
2. Library staff will assist patrons with logging into a library computer. If patrons desire additional support with library computers or wireless access, notify the library staff. If enough patrons desire assistance that the library staffs are unable to provide, the library staff may be able to arrange ~~a class for~~ **further assistance in developing the** desired skills.
- (3. While the Library will make every effort to ensure that the use of the Internet is consistent with this policy, parents are encouraged to work closely with their children.)
4. The computers are available on a first-come, first-served basis. If someone is waiting to use a computer, a 30-minute time limit is imposed.
5. The Argyle Free Library reserves the right to require individuals to discontinue the display of information and/or images which could cause a disturbance in this, a public building.
6. Individuals are required to use headphones if their computer or internet usage generates sounds ~~which may disturb other library patrons.~~
7. Failure to use the computer station appropriately and responsibly may result in revocation of computer privileges. Examples of inappropriate use include, but are not limited to, the following:
 - a. Attempting to damage or alter computer equipment or software configuration.
 - b. Using any library workstation or internet access for any illegal or criminal purpose.
 - c. Violating software license agreements and copyright laws.
 - d. Attempting to modify or gain unauthorized access to files, passwords or data belonging to others.
 - e. Engaging in any activity which is deliberately or maliciously offensive, libelous, or slanderous.
 - f. Violating another user's privacy.
 - g. Installing or downloading any software or files onto a library computer, or running any executables from a USB drive.
 - h. Viewing sexually explicit graphic materials, as it is inappropriate for a public and open environment.
 - i. **Parents are encouraged to supervise their children. The Library does not take responsibility for inappropriate use of computers by minor patrons.**
8. Users may ~~download~~ **save** files to their personal USB drive that has been inserted into a Library computer's USB interface. ~~The library staff has extra thumb drives available for purchase.~~
9. ~~Printing is not available from wireless devices.~~

Those failing to comply with this Computer and Internet Use Policy will be given a copy of the policy and asked to comply immediately. Those failing to comply will be asked to leave the library facility. In addition, library and/or internet privileges may be revoked for a period of 1 – 6 months. If violators do not leave the facility **when asked**, the police will be called and the library may file charges. ~~Staff will notify the Library~~

Argyle Free Library: Computer & Internet Use Policy

~~Director, who will immediately send an e-mail to all Board members detailing the incident.~~

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

Calendar of Events for AFL Board of Trustees

Date	Event	Source of Requirement
October	Treasurer & LD start preparation of the budget – allow time for board	
	LD provide Annual Technology Report to Board with recommendations for	5 Year Strategic Plan
	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	No Bonus for Faith - already pa
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 2025 - 2030	
Summer 2024	Pump septic tank – last pumped in December 2018, do every 5 years; run camera through to check integrity of pipes; look for leach field at same time	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