

Minutes of the Argyle Free Library Board of Trustees

May 13, 2025

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

Members present: Karen Mattison, Wes Craig, Joanne McDowell, Carol Kuhr, Jill Elliott, and Phyllis Snell.

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

Public Comment Period: Nothing to note

Minutes of Past Meeting

Minutes of our April meeting were reviewed. Jill motioned to approve them, Carol 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 were approved to be paid.

Library Director Report:

See Attachment 3 for the complete Library Director's report. Faith reviewed her report, she will send the book drop options out for a vote.

We received \$5000 from SALS to hire an architect to look into either an expansion of the current location or a new build at the IGA site.

Committee Reports

Friends of the Library: Faith is asking for \$100 for a playmat and some toy cars and supplies for Storytime Graduation. The friends approved, Joanne motioned to approve and Wes seconded. The vote was unanimously approved.

The plant sale/basket raffle will be held the Saturday of Memorial Day Weekend.

The July 4th Book Sale is going to happen and will need volunteers to assist the Friends as needed.

Building Committee: Shed to come soon.

Strategic Planning Committee: Strategic Plan is almost complete.

Policy Committee: Nothing to report.

Old Business:

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

New Business:

Architect Contract – Phyllis made a motion to approve payment of the remainder of the Architect invoice/contract. Wes seconded and the vote was unanimously approved.

Donation for Gift to Sara Dallas – Carol made a motion to give \$50 for a retirement gift for Sara Dallas. Joanne seconded the motion and the vote was unanimously approved.

Other Business:

Review – Working Together: Roles & Responsibilities Guidelines

Action Item Review: See below.

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

The meeting was adjourned at 7:01 PM. Carol moved and Wes 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
May 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 – volunteers for plant/bake sale and basket raffle 5/24
- Building Committee
- Strategic Planning Committee
- Policy Committee

Old Business

- Annual Meeting 5/19 – Faith, Patty and Karen will attend

New Business

- Review and sign architect's contract
- Donation toward Sara's retirement gift

Other Business

- Review Working Together handout

Action Item Review

Date of next meeting – scheduled June 9, change to June 10 at 6:30pm

Adjournment

2025 Budget to Actual - Current Year

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

5/12/2025

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Category	Actual	2025 Budget	Difference
INCOME	17,978	111,629	-93,651
Carry Over	0	4,500	-4,500
Copies-Copier & Computer Printing	83	330	-248
Dividends	321	330	-9
Fines	5	0	5
Major Revenue	16,332	106,469	-90,137
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	1,332	18,000	-16,668
New York State-SALS	0	1,500	-1,500
Everything Else	0	-106,469	-106,469
EXPENSES	37,764	111,629	73,865
Donations	0	300	300
Equipment	4,310	8,200	3,890
Major Library	2,079	9,900	7,821
Books	1,671	4,500	2,829
Digital Media-ebooks/Overdrive	0	3,000	3,000
DVD and Audiobooks	409	2,400	1,991
Membership Fees	60	0	-60
Payroll Services	0	164	164
Program Events	661	1,120	459
Regular Programs	316	120	-196
Special Programs	284	500	216
Summer Prog	61	500	439
Service Charges (SALS)	1,032	3,061	2,029
Training, Required	0	200	200
Bus. Insurance	425	6,000	5,575
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	177	209	32
Postage and Delivery	0	1,500	1,500
Printing and Reproduction	286	1,200	914
Everything Else	0	4,109	4,109
Repairs & Maint	1,679	2,525	846
Other	1,679	0	-1,679
Supplies, Bus-Supplies	450	400	-50
Utilities, Bus	3,306	6,390	3,084
Electrical Service	1,800	2,000	200
Heating Oil	1,113	3,500	2,387
Security System	43	140	97
Telephone	191	600	409
Video Conference	160	150	-10
Wages	22,640	69,260	46,620
Net Difference:	-19,786	-0	-19,786

Director's Report: 5/13/2025

1. News & Updates:

a. SALS Advocacy Committee

- i. I have joined the SALS Advocacy committee. It is a new committee formed out of the director's council and will be focusing on ways to help library directors, staff, and boards advocate effectively on the local, state and federal level.

2. Building and Maintenance

a. Book Drop

- i. I was able to find a "parcel collection box" for \$2500, which is about half of what I have found for library specific designs.
- ii. Bill is going to ask a friend who is a Postmaster if the post office has any boxes.

- b. We were awarded \$5000 from the SALS Challenge Grant for construction. We were one of the only libraries to be awarded the full amount. Everyone at SALS is very excited for us!

3. Programing

- a. Our special program this month is "My military experience: A conversation" where we will have local veterans talk about their time in the military and answer questions from Michelle Bromley our town historian.
- b. We will have 32 regular programs this month.

Data Analysis

2025

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Patron Count												
Kids	156	154	199	131	0	0	0	0	0	0	0	0
Adults	283	255	358	251	0	0	0	0	0	0	0	0
Total:	439	409	557	382	0	0	0	0	0	0	0	0

Program Totals

Family Programs - In Person	20	22	25	17	0	0	0	0	0	0	0	0
In Person Attendance	44	82	66	40	0	0	0	0	0	0	0	0
Adult Programs - In Person	4	3	7	9	0	0	0	0	0	0	0	0
In Person Attendance	5	9	20	37	0	0	0	0	0	0	0	0
0-5 Kids Programs - In Person	4	6	8	6	0	0	0	0	0	0	0	0
In Person Attendance	74	52	142	154	0	0	0	0	0	0	0	0
6-12 Kids Programs - In Person	1	2	3	2	0	0	0	0	0	0	0	0
In Person Attendance	3	10	13	29	0	0	0	0	0	0	0	0
Teen Programs	4	4	8	5	0	0	0	0	0	0	0	0
In Person Attendance	41	39	112	42	0	0	0	0	0	0	0	0
Children's Programs - T & M												
Kits Given												
Offsite Programs	0	0	0	0	0	0	0	0	0	0	0	0
Offsite Program Attendance	0	0	0	0	0	0	0	0	0	0	0	0
Virtual Programs												
Virtual Attendance												
Total Live Attendance	167	192	353	302	0	0	0	0	0	0	0	0
Total Virtual Attendance	0	0	0	0	0	0	0	0	0	0	0	0

Computer Use	25	32	26	20	0	0	0	0	0	0	0	0
computer help	12	10	4	7	0	0	0	0	0	0	0	0
OATS	4	3	0	0	0	0	0	0	0	0	0	0

Reference Questions	58	34	45	22	0	0	0	0	0	0	0	0
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WIFI usage

Library (Users)	232	191	230	234								
Cossayuna (Users)	64	57	51	39								
Total:	296	248	281	273	0	0	0	0	0	0	0	0

Non Library Sponsored Meetings	1	2	5	3	0	0	0	0	0	0	0	0
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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
October	Treasurer & LD start preparation of the budget – allow time for board	

Calendar of Events for AFL Board of Trustees

Date	Event	Source of Requirement
	LD provide Annual Technology Report to Board with recommendations	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 paid
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