

Minutes of the Argyle Free Library Board of Trustees

July 14, 2025

The meeting was called to order at 6:35 PM by Phyllis Snell, President.

Members present: Karen Mattison, Wes Craig, Jill Elliott, Patricia Hall, Martha Johnson 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 June meeting were reviewed. Martha made a motion to approve them, Wes 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, the book drop has been ordered.

Summer reading is in full swing!

Committee Reports

Friends of the Library: \$440 in popcorn sale and \$732 from the book sale.

Building Committee: Karen to contact again regarding the shed.

Strategic Planning Committee: Strategic Plan was printed and handed out.

Policy Committee: Nothing to report.

Old Business:

Book Sale: Reviewed during the Friends Committee Report

Shed Considerations: Reviewed and discussed

Faith will call the pest control company to discuss billing and cancelling policy

Strategic Plan: Jill moved to accept the strategic plan, Martha seconded and the vote was unanimously accepted.

New Business:

Fundraising Event: Ideas for an event to include the community stakeholders were discussed and will be thought about with further discussion

Action Item Review: See below.

The next meeting will be August 11 at 6:30 PM.

The meeting was adjourned at 7:27 PM. Martha 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.
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 8/4/25 – Shed company contacted, they have been out to look at the site and will contact Karen when they are looking to install the stone and deliver the shed.
Faith	Carpet cleaning quote	

**Argyle Free Library
Trustees Meeting Agenda
July 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
- Strategic Planning Committee
- Policy Committee

Old Business

- Book Sale autopsy
- Shed considerations
 - Add Handyfoam around edges?
 - Add to pest control agreement?
 - Add to insurance policy
- Feedback on new Strategic Plan

New Business

- Fundraising event for “community stakeholders” (garden party, backyard bbq...)
- State Aid for Library Construction Program capital funds

Action Item Review

Date of next meeting – August 11 at 6:30pm

Adjournment

2025 Budget to Actual - Current Year

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

7/9/2025

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Category	Actual	2025 Budget	Difference
INCOME	26,157.77	111,629.00	-85,471.23
Carry Over	0.00	4,500.00	-4,500.00
Copies-Copier & Computer Printing	185.75	330.00	-144.25
Dividends	320.85	330.00	-9.15
Fines	4.99	0.00	4.99
Major Revenue	23,508.46	106,469.00	-82,960.54
Argyle School District	0.00	70,969.00	-70,969.00
Argyle Town	15,000.00	15,000.00	0.00
Argyle Village	0.00	1,000.00	-1,000.00
Donations-Fund Raising & Gifts	3,508.46	18,000.00	-14,491.54
Grants	5,000.00	0.00	5,000.00
New York State-SALS	0.00	1,500.00	-1,500.00
Everything Else	0.00	-106,469.00	-106,469.00
EXPENSES	51,180.38	111,629.20	60,448.82
Donations	50.00	300.00	250.00
Equipment	4,826.90	8,200.00	3,373.10
Major Library	2,771.12	9,900.00	7,128.88
Books	2,105.73	4,500.00	2,394.27
Digital Media-ebooks/Overdrive	256.84	3,000.00	2,743.16
DVD and Audiobooks	408.55	2,400.00	1,991.45
Membership Fees	120.00	0.00	-120.00
Payroll Services	0.00	164.00	164.00
Program Events	922.25	1,120.00	197.75
Regular Programs	383.60	120.00	-263.60
Special Programs	284.04	500.00	215.96
Summer Prog	254.61	500.00	245.39
Service Charges (SALS)	1,550.30	3,061.20	1,510.90
Training, Required	57.00	200.00	143.00
Bus. Insurance	425.00	6,000.00	5,575.00
Everything Else	0.00	10,381.20	10,381.20
Employee Benefit, Business-Employee ...	0.00	1,000.00	1,000.00
Education	0.00	900.00	900.00
Membership Fees	0.00	100.00	100.00
Legal-Prof Fees	0.00	200.00	200.00
Office	182.38	209.00	26.62
Postage and Delivery	313.98	1,500.00	1,186.02
Printing and Reproduction	285.68	1,200.00	914.32
Everything Else	0.00	4,109.00	4,109.00
Repairs & Maint	2,082.99	2,525.00	442.01
Other	2,082.99	0.00	-2,082.99
Supplies, Bus-Supplies	652.00	400.00	-252.00
Utilities, Bus	3,429.81	6,390.00	2,960.19
Electrical Service	1,800.00	2,000.00	200.00
Heating Oil	1,113.04	3,500.00	2,386.96
Security System	64.14	140.00	75.86
Telephone	292.73	600.00	307.27
Video Conference	159.90	150.00	-9.90
Wages	31,952.97	69,260.00	37,307.03

2025 Budget to Actual - Current Year

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

7/9/2025

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Category	Actual	2025 Budget	Difference
Net Difference:	-25,022.61	-0.20	-25,022.41

1. News & Updates:

- a. Not much to tell this month as we have been preparing for summer reading and finishing up the school year.
- b. We were very happy to see a lot of kids coming into the library between tests at the end of the year. It was a good place for the kids to cool off!

2. Building and Maintenance

- a. The new drop box has been ordered!
- b. Paint Bubble
 - i. There is a paint bubble on the South side of the house. I will have Bill take a look at it and let you know what he sees.

3. Programing

- a. We are ready to go for Summer Reading!
 - i. A few new things this year:
 - 1. Activity based reading checklist for 0-5 year olds.
 - 2. Family (or group) reading challenge where every member's reading minutes count towards the group goal. The group can participate in special challenges or attend programs to earn points.
 - 3. Traditional summer reading goals and prizes will still be available for everyone.
- b. Our first program was a very slimy success!
 - i. 24 kids came in and made ooey goopy slime. It was a really fun program, and a great way to start the summer!

Data Analysis

2025

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Item Circulation Statistics													
Audiobooks	6	6	3	5	7	6							33
Adult Book	284	280	377	355	368	302							1966
Children's Book	189	195	183	255	220	125							1167
Children's New Books	11	11	20	28	11	16							97
Children's New Video	6	1	2	1	3	1							14
Children's Video	12	13	12	13	5	9							64
Realia	1	2	2	1	1	3							10
Magazine	1		2	3	2	0							8
Music	7	1	9	10	3	3							33
Adult New Books	39	25	32	44	38	37							215
New Video	13	11	7	11	13	13							68
Video	52	83	71	56	38	60							360
Total:	621	628	720	782	709	575	0	0	0	0	0	0	4035
Interlibrary Loan													
Received	262	297	254	352	192	248							1605
Percent of Circ ILL	42%	47%	35%	45%	27%	43%	0%	0%	0%	0%	0%	0%	20%
GALE Usage (sessions)													
	671	1144	881	702	466	587							4451
Overdrive Usage (check outs)													
E-Books	71	61	66	86	75								359
Audiobooks	177	129	143	124	206								779
Magazine	209	213	210	222	240								1094
Total:	457	403	419	432	521	0	0	0	0	0	0	0	2232
New Users	0	1	2	1	3								7

Data Analysis

2025

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Patron Count												
Kids	156	154	199	155	123	106	13	0	0	0	0	0
Adults	283	255	358	295	328	278	49	0	0	0	0	0
Total:	439	409	557	450	451	384	62	0	0	0	0	0

Program Totals

Family Programs - In Person	20	22	25	20	24	22	4	0	0	0	0	0
In Person Attendance	44	82	66	47	63	59	13	0	0	0	0	0
Adult Programs - In Person	4	3	7	10	4	6	0	0	0	0	0	0
In Person Attendance	5	9	20	39	0	16	2	0	0	0	0	0
0-5 Kids Programs - In Person	4	6	8	8	5	5	2	0	0	0	0	0
In Person Attendance	74	52	142	188	107	93	36	0	0	0	0	0
6-12 Kids Programs - In Person	1	2	3	3	1	4	0	0	0	0	0	0
In Person Attendance	3	10	13	34	4	36	0	0	0	0	0	0
Teen Programs	4	4	8	6	8	6	0	0	0	0	0	0
In Person Attendance	41	39	112	49	74	42	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	357	248	246	51	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	24	32	15	0	0	0	0	0	0
computer help	12	10	4	9	9	9	0	0	0	0	0	0
OATS	4	3	0	0	0	0	0	0	0	0	0	0

Reference Questions	58	34	45	31	48	34	0	0	0	0	0	0
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WIFI usage

Library (Users)	232	191	230	234	246	242						
Cossayuna (Users)	64	57	51	39	67	69						
Total:	296	248	281	273	313	311	0	0	0	0	0	0

Non Library Sponsored Meetings	1	2	5	3	2	2	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 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	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