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
 - o Add Handyfoam around edges?
 - o 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

		2225	
Catagony	A atual	2025	Difference
Category	Actual	Budget	Difference
NOOME	00 457 77	444 000 00	05 474 00
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
-	922.25		197.75
Program Events		1,120.00	
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
vvayes	31,932.97	09,200.00	31,301.03

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2025 Budget to Actual - Current Year 1/1/2025 through 12/31/2025 Using 2025

7/9/2025 2025 Category Actual Budget Difference -0.20 -25,022.41 Net Difference: -25,022.61

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Director's Report: 7/14/2025

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 oopey goopy slime. It was a really fun program, and a great way to start the summer!

Data Analysis		2025	5											
		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
	25	32	26	24	32	15	0	0	0	0	0	0

	25	32	26	24	32	15	0	0	U	0	U	0
	12	10	4	9	9	9	0	0	0	0	0	0
	4	3	0	0	0	0	0	0	0	0	0	0
	58	34	45	31	48	34	0	0	0	0	0	0
	232	191	230	234	246	242						
	64	57	51	39	67	69						
Total:	296	248	281	273	313	311	0	0	0	0	0	0
ngs	1	2	5	3	2	2	0	0	0	0	0	0
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Calendar of Events for AFL Board of Trustees

week prior to each Give public notice of meeting time and place to the news media; Ormmittee Reports Building Committee Report Other Committee Report Other Committee Report Other Committee Report Annual Meeting End of 3 year term for some trustees* Appointment of trustees (3 year term) to fill vacancies Appointment of trustees (3 year term) to fill vacancies Bylaws, Article V.1 appointment of trustees (3 year term) to fill vacancies Bylaws, Article II.2 Appointment of trustees (3 year term) to fill vacancies Bylaws, Article II.3 Sign Conflict of interest form Conflict of interest point Vodate website with new trustee and officer information Syst Conflict of interest point Vodate website with new trustee and officer information Syst Advise Board Meeting Reviews Approve Annual NYS Report for Association Libraries; Interpolation of perform annual review of Library Staff – all staff Revised Ortober 2022 Mtg Reviews in Fabruary Approve Library's investment policy for each class of investment Annual Trassurari's Report Conduct Financial Review every three years – last done in 2023 Review library budget request to be included on ballot with school budget vocs. 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. September 2024 Bleard Meeting Built occurring - Call contractors to see why the bubbling is occurring. May 203 Board Meeting Review & sign SALS Automation Contract Built to check business Meeting - Information review Send card to voties re budget request - budget in May Update illinary inventory photos & upload to cloud SALS Annual Business Meeting - Information Financial Policy Weeting Built to check business Meeting - Information Financial Policy AcS and library inventory photos & upload to cloud SALS Annual Business Meeting - Policy Autom	Date	Event	Source of Requirement
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		File referendum for a tax increase	Dec 2024 Board Meeting
LD provide Annual Technology Report to Board with recommendations 5 Year Strategic Plan	October		
		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