

Minutes of the Argyle Free Library Board of Trustees

September 8, 2025

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

Members present: Karen Mattison, Wes Craig, Jill Elliott, Patricia Hall, Joanne McDowell, Carol Kuhr, 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 July meeting were reviewed. Jill made a motion to approve them, Patty seconded, and the vote was unanimously approved.

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. Joanne motioned to approve the method we will be repaid the \$400 refund from Linda for payroll mistake, Carol seconded and the vote was unanimously approved.

Library Director Report:

See Attachment 3 for the complete Library Director's report. Faith reviewed her report, the book drop is here and Bill will install.

Committee Reports

Friends of the Library: July – Book Sale, August meeting – looked into becoming it's own 501©(3), sent thank you notes to basket raffle donors. \$75 application fee is needed for NYS non-profit application. Jill motioned to approve the \$75 application fee, Martha seconded and the vote was unanimously approved.

Building Committee: Exterior paint is bubbling and Bill is keeping an eye on it.

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

Policy Committee: Nothing to report.

Old Business:

Pest Control – has been cancelled

Shed – Do we want rodent handyfoam? Faith will ask Bill.

Insurance – Jill will ask about this.

Strategic Plan Feedback – good community feedback received so far.

Board Self-Evaluation – Coming soon!

Community Stakeholder Event – McWhorters Orchard – Apple Blossoms?

New Business:

Discuss 10 Meeting/Year Schedule – August and December break. Will decide in November.

Action Item Review: See below.

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

The meeting was adjourned at 7:33 PM. Patty moved and Martha seconded. Vote was unanimously approved.

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.
Faith	Carpet cleaning quote	9/8/25 – Is new flooring something to look into? Quotes needed. Faith to call for quotes.

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

Call to Order

Public Comment Period

Minutes of Last Meeting

Board Calendar

Treasurer's Report

- Vote on reimbursement schedule for accounting error

Director's Report

Committee Reports

- Friends of the Library
- Building Committee
- Policy Committee

Old Business

- Cancel Pest Control agreement?
- Shed – kudos to Karen & Co.
 - Add Handyfoam?
 - Pest control
 - Add to insurance policy
- Community Feedback on new Strategic Plan?
- Board Self-evaluation
- Fundraising event for “community stakeholders” (garden party, backyard bbq...)

New Business

- Discuss 10 meeting/year schedule – August and December break

Action Item Review

Date of next meeting – October 13 at 6:30pm

Motion to Adjourn

2025 Budget to Actual - Current Year

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

9/4/2025

Page 1

Category	Actual	2025 Budget	Difference
INCOME	29,698.34	111,629.00	-81,930.66
Carry Over	0.00	4,500.00	-4,500.00
Copies-Copier & Computer Printing	233.85	330.00	-96.15
Dividends	320.85	330.00	-9.15
Fines	4.99	0.00	4.99
LLSA	1,376.10	0.00	1,376.10
Major Revenue	25,134.71	106,469.00	-81,334.29
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	5,134.71	18,000.00	-12,865.29
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	71,550.57	111,629.20	40,078.63
Donations	50.00	300.00	250.00
Equipment	5,143.77	8,200.00	3,056.23
Major Library	3,659.98	9,900.00	6,240.02
Books	2,937.66	4,500.00	1,562.34
Digital Media-ebooks/Overdrive	313.77	3,000.00	2,686.23
DVD and Audiobooks	408.55	2,400.00	1,991.45
Membership Fees	60.00	0.00	-60.00
Payroll Services	0.00	164.00	164.00
Program Events	1,709.12	1,120.00	-589.12
Regular Programs	422.59	120.00	-302.59
Special Programs	378.08	500.00	121.92
Summer Prog	908.45	500.00	-408.45
Service Charges (SALS)	2,068.38	3,061.20	992.82
Training, Required	57.00	200.00	143.00
Bus. Insurance	4,567.78	6,000.00	1,432.22
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	200.44	209.00	8.56
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	5,237.70	2,525.00	-2,712.70
Other	5,233.70	0.00	-5,233.70
Other Repairs & Maint	4.00	0.00	-4.00
Supplies, Bus-Supplies	742.01	400.00	-342.01
Utilities, Bus	3,553.27	6,390.00	2,836.73
Electrical Service	1,800.00	2,000.00	200.00
Heating Oil	1,113.04	3,500.00	2,386.96
Security System	85.52	140.00	54.48
Telephone	394.81	600.00	205.19
Video Conference	159.90	150.00	-9.90

2025 Budget to Actual - Current Year

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

9/4/2025

Page 2

Category	Actual	2025 Budget	Difference
Wages	42,343.46	69,260.00	26,916.54
Net Difference:	-41,852.23	-0.20	-41,852.03

1. News & Updates:

a. Summer Reading

- i. This was not our best summer. Attendance wasn't great and a few programs (that we asked people to register for) had no attendance at all so we postponed them to save extra staff hours and supplies.
- ii. Asking around, a lot of libraries felt this year was a bit of a bust.

b. Time Off

- i. I am so sorry, but it just occurred to me that I never told the board I will be gone on vacation Sept 28-Oct 5. I apologize for not giving more notice. All the hours are covered for the staff and I will be available by phone if there is an emergency.

2. Building and Maintenance

a. New drop box was delivered. Bill will install soon.

b. Paint Bubble

- i. Bill found quite a few and did some touch ups. He scraped off what was bubbling and primed those areas. He will keep an eye on it and watch for more issues. He can't say what the reason was, but I seem to recall that the painters had mentioned there were issues.

3. Programing

a. We are back to our regularly scheduled programing with a few small changes.

- i. We have changed Crafter-School to a once-a-month program and added another once-a-month program, Puzzles & Snacks.
- ii. Puzzles and Snacks will be low-tech and high-tech puzzles and brain teasers and snacks as motivation.
- iii. We will have 30 programs this month

b. Thistle Day (Sat the 27th)

- i. We will need volunteers to man the tent. The Friends are working on the volunteer schedule now. I will send it to you all if we have gaps that need to be filled.
- ii. We will be making keychains, and the friends will be selling light up garland headbands.

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 January	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 Prevention Training	Board Minutes – August
	End of September – Treasurer send school letter requesting they send us the funds from budget vote	Board Minutes – October 2019
	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 September	Dec 2019 Board Meeting

Calendar of Events for AFL Board of Trustees

Date	Event	Source of Requirement
	File referendum for a tax increase - State tax levy	Dec 2024 Board Meeting
October	Treasurer & LD start preparation of the budget – allow time for board review and revisions	
	LD provide Annual Technology Report to Board with recommendations for computers & other technology	5 Year Strategic Plan
	Review Friends of the Library's Memorandum of Understanding every 3 years, last done February 2023	Board Minutes – Feb 2023 Board Minutes – Oct. 2020
	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