

Minutes of the Argyle Free Library Board of Trustees

January 12, 2026

This meeting was called to order at 6:34 PM by Phyllis Snell, President

Members Present: Karen Mattison, Jill Elliott, Patricia Hall, Wesley Craig, Carol Kuhr, Martha Johnson and Phyllis Snell.

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

Public Comment Period: None

Minutes of Past Meeting

Minutes of our November meeting were reviewed. Carol made a motion to approve them, Martha seconded, and the vote was unanimously approved.

Board Calendar

Phyllis reviewed the upcoming tasks. The board voted unanimously to extend Jill and Phyllis' three year terms to January 2026 – December 2028. Martha and Phyllis will review the bylaws.

Treasurer's Report

See Attachment 2 for the detailed reports. List of bills were approved to be paid. Payroll issues were discussed.

Library Director Report

See Attachment 3 for the complete Library Director's Report. One of the sign lights outside snapped. Faith will call to get that repaired.

Committee Reports:

Friends of the Library: Nothing to report.

Building Committee: Nothing to report

Policy Committee: The Financial Policy was reviewed. Jill motioned to approve the changes to the Financial Policy and Patty seconded. The vote was unanimously approved.

Old Business:

Trustee Training – A form will be sent to record your training hours in case a certificate is not provided. A group training is scheduled for February 16th at 5:30.

Board Self-Evaluation – Look for this coming from Faith and Phyllis this month.

Fundraising Event – The youth commission field will probably be an option for use.

Recruitment of New Board Members – Invite anyone interested to the February meeting

New Business:

Election of Officers for 2026 – Wes motioned to approve the following officers - Phyllis (President), Patty (VP), Karen (Secretary), Jill (Treasurer) – Martha seconded and the vote was unanimously approved.

Meeting dates - will be the second Monday of each month (excluding August and December)

Lawyer Contract – Carol motioned to approve the contract, Patty seconded and the vote was unanimously approved.

Action Item Review - Revised to reflect no meetings in Aug & Dec

Date of Next Meeting - February 9, 2026 at 6:30 PM

The meeting was adjourned at 7:47 PM. Martha moved and Carol seconded. Vote was unanimously approved.

Respectfully submitted,

Karen Mattison, Secretary

Action Items		
<p>Personnel Committee</p>	<p>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</p> <p>5/10/21: work on employee handbook to minimize redundancies with policies and avoid inconsistencies as they are updated</p>	<p>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</p> <p>1/15/24 Reviews Done and redundancies will be rolled into Personnel Policy</p> <p>6/10/24 Meeting on 6/27/24 – draft hopefully next meeting</p> <p>6/27/24 Personnel Policy draft created. Targeting September to finalize draft for Board review.</p> <p>9/9/24 Faith is looking into this</p> <p>10/14/24 A policy committee meeting should occur to review outstanding items.</p> <p>10/13/25 – Deadline set to February</p>
<p>Faith</p>	<p>Carpet cleaning quote</p>	<p>9/8/25 – Is new flooring something to look into? Quotes needed. Faith to call for quotes.</p> <p>11/10/25 – Waiting on quote from Everything Under Foot in HF.</p> <p>1/12/26 – Faith will follow up again asking for the quote</p>

**Argyle Free Library
Trustees Meeting Agenda – Annual Meeting
January 2026**

Call to Order

Public Comment Period

Minutes of Last Meeting (November 2025)

Board Calendar

Treasurer's Report

Director's Report

Committee Reports

- Friends of the Library
 - MOU revisions
- Building Committee
- Policy Committee – vote on Financial Policy, Exhibit & Display Policy

Old Business

- Trustee training
 - Form for tracking your training
 - Suggestions for 2026 training: Next Level Trusteeship and Financing & Managing Construction Projects
- Board Self-evaluation - January
- Future fundraising event for “community stakeholders”
- Recruitment of new board members (2) – invite to attend February meeting

New Business

- Election of officers for 2026
- Meeting dates for 2026
- Vote on Lawyer Contract

Action Item Review

Date of next meeting – February ____, 2026 at 6:30pm

Motion to Adjourn

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

1/9/2026

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Category	Actual	2025 Budget	Difference
INCOME	113,007.18	111,629.00	1,378.18
Uncategorized	1.17	0.00	1.17
Carry Over	0.00	4,500.00	-4,500.00
Copies-Copier & Computer Printing	335.75	330.00	5.75
Dividends	320.85	330.00	-9.15
Fines	76.92	0.00	76.92
Major Revenue	109,165.36	106,469.00	2,696.36
Argyle School District	70,969.00	70,969.00	0.00
Argyle Town	15,000.00	15,000.00	0.00
Argyle Village	1,000.00	1,000.00	0.00
Donations-Fund Raising & Gifts	15,820.26	18,000.00	-2,179.74
Grants	5,000.00	0.00	5,000.00
New York State-SALS	1,376.10	1,500.00	-123.90
Everything Else	0.00	-106,469.00	-106,469.00
EXPENSES	113,750.83	111,629.20	-2,121.63
Capital Expense	3,100.00	0.00	-3,100.00
Donations	150.00	300.00	150.00
Equipment	9,331.44	8,200.00	-1,131.44
Major Library	6,178.55	9,900.00	3,721.45
Books	4,470.92	4,500.00	29.08
Digital Media-ebooks/Overdrive	531.95	3,000.00	2,468.05
DVD and Audiobooks	1,175.68	2,400.00	1,224.32
Payroll Services	-238.35	164.00	402.35
Program Events	2,435.77	1,120.00	-1,315.77
Regular Programs	709.83	120.00	-589.83
Special Programs	817.49	500.00	-317.49
Summer Prog	908.45	500.00	-408.45
Service Charges (SALS)	3,104.54	3,061.20	-43.34
Training, Required	57.00	200.00	143.00
Bus. Insurance	6,512.56	6,000.00	-512.56
Everything Else	0.00	10,381.20	10,381.20
Employee Benefit, Business-Employee ...	500.00	1,000.00	500.00
Legal-Prof Fees	0.00	200.00	200.00
Office	221.08	209.00	-12.08
Postage and Delivery	713.65	1,500.00	786.35
Printing and Reproduction	740.81	1,200.00	459.19
Everything Else	0.00	4,109.00	4,109.00
Repairs & Maint	6,656.27	2,525.00	-4,131.27
Supplies, Bus-Supplies	1,067.68	400.00	-667.68
Utilities, Bus	4,476.26	6,390.00	1,913.74
Electrical Service	1,800.00	2,000.00	200.00
Heating Oil	1,823.25	3,500.00	1,676.75
Security System	128.28	140.00	11.72
Telephone	564.83	600.00	35.17
Video Conference	159.90	150.00	-9.90
Wages	67,185.57	69,260.00	2,074.43
Net Difference:	-743.65	-0.20	-743.45

Director's Report: 1/2026

1. News & Updates:

- a. Poor Jess broke her tailbone and had to take 2 weeks off to heal.
- b. Inventory
 - i. We are doing an official inventory of supplies this month.
 - ii. Last Jan I ordered what I estimated would be a full year's worth of our regularly used items (paper towels, TP, label tape, etc...) in preparation for an annual inventory.
 - iii. We will be counting what we have left to more accurately budget for supplies.

2. Building and Maintenance

- a. Snow removal
 - i. We bought a snowblower! It's very nice and easy to use. We are becoming close friends, since I have been doing the snow blowing and shoveling. We were unable to find a snow removal company to take us on that had the appropriate coverage for our insurance company.
 - ii. Ethen has been plowing. I am taking over communication from Jill so that I can stay on top of quality and timing.
 - iii. Is anyone interested in signing up to clear snow? I have created a calendar where volunteers can pick a week (or 2) and are responsible for any snow that week. Kind of like a terrible lottery. :P

3. Programing

- a. Our Christmas program was a hit as usual
 - i. There were less people on the day of the event, but that allowed us to use the leftover materials to have a craft at the desk for the rest of the holiday season. Big hit with kids and adults!
- b. We have no special programs this month (our usual Jan break)
- c. We have 29 regular programs this month.

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	19	13	14	12	11	9	111
Adult Book	284	280	377	355	368	302	281	293	282	301	251	220	3594
Children's Book	189	195	183	255	220	125	267	161	193	266	242	169	2465
Children's New Books	11	11	20	28	11	16	20	30	22	23	37	22	251
Children's New Video	6	1	2	1	3	1	6	2	4	3	5	0	34
Children's Video	12	13	12	13	5	9	16	7	3	23	20	18	151
Realia	1	2	2	1	1	3	3	0	0	2	0	0	15
Magazine	1		2	3	2	0	0	0	0	9	4	0	21
Music	7	1	9	10	3	3	17	6	0	1	0	0	57
Adult New Books	39	25	32	44	38	37	43	36	34	30	34	29	421
New Video	13	11	7	11	13	13	12	14	17	11	11	11	144
Video	52	83	71	56	38	60	46	29	36	48	42	36	597
Total:	621	628	720	782	709	575	730	591	605	729	657	514	7861

Interlibrary Loan

Received	262	297	254	352	192	219	248	240	276	401	285	241	3267
Percent of Circ ILL	42%	47%	35%	45%	27%	38%	34%	41%	46%	55%	43%	47%	42%

GALE Usage (sessions)	671	1144	881	702	466	587	147	10	39	19	21	13	4700
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Overdrive Usage (check outs)

E-Books	71	61	66	86	75	65	109	84	98	96	76	68	955
Audiobooks	177	129	143	124	206	159	165	135	176	187	155	158	1914
Magazine	209	213	210	222	240	236	214	228	205	264	171	233	2645
Total:	457	403	419	432	521	460	488	447	479	547	402	459	5514
New Users	0	1	2	1	3	1	1	4	2	0	2	2	19

Data Analysis

2025

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Patron Count												
Kids	156	154	199	155	123	106	120	89	156	212	149	105
Adults	283	255	358	295	328	278	267	271	340	327	291	238
Total:	439	409	557	450	451	384	387	360	496	539	440	343

Program Totals

Family Programs - In Person	20	22	25	20	24	22	20	0	22	25	18	19
In Person Attendance	44	82	66	47	63	59	61	55	67	192	192	34
Adult Programs - In Person	4	3	7	10	4	6	8	10	7	6	6	5
In Person Attendance	5	9	20	39	0	16	17	71	23	18	19	25
0-5 Kids Programs - In Person	4	6	8	8	5	5	8	6	8	7	7	4
In Person Attendance	74	52	142	188	107	93	148	202	44	52	73	24
6-12 Kids Programs - In Person	1	2	3	3	1	4	3	1	3	2	0	2
In Person Attendance	3	10	13	34	4	36	63	8	9	14	0	47
Teen Programs	4	4	8	6	8	6	0	0	8	7	4	5
In Person Attendance	41	39	112	49	74	42	0	0	95	61	42	28
Children's Programs - T & M												
Kits Given												
Offsite Programs	0	0	0	0	0	0	0	0	1	0	0	0
Offsite Program Attendance	0	0	0	0	0	0	0	0	143	0	0	0
Virtual Programs												
Virtual Attendance												
Total Live Attendance	167	192	353	357	248	246	289	336	381	337	326	158
Total Virtual Attendance	0	0	0	0	0	0	0	0	0	0	0	0

Computer Use

Computer Use	25	32	26	24	32	17	21	11	41	31	18	13
computer help	12	10	4	9	9	10	12	7	11	9	10	7
OATS	4	3	0	1	2	0	3	0	0	0	0	0

Reference Questions

Reference Questions	58	34	45	31	48	34	49	15	39	36	39	43
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WIFI usage

Library (Users)	232	191	230	234	246	242	210	202	248	226	203	193
Cossayuna (Users)	64	57	51	39	67	69	46	38	39	44	49	44
Total:	296	248	281	273	313	311	256	240	287	270	252	237

Non Library Sponsored Meetings

Non Library Sponsored Meetings	1	2	5	3	2	2	3	2	2	2	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 January	Revised October 2023 Mtg Revised October 2022 Mtg Board Minutes – July 2022
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 Meeting
	Bill to take up ramp carpet to check for possible rotten boards	November 2024 Board 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	Board to give annual LD review inputs to personnel committee	Board Minutes – August 2018
August	No Meeting	
September	Personnel committee to give LD annual performance review	Board Minutes – August 2018
	NYS Required Sexual Harassment Prevention Training	Board Minutes – August 2019
	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
	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 2018
November	Decide staff Christmas/year-end bonuses	No Bonus for Faith - already paid in January - unless we want to give her more
	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 2018
	Treasurer send tax letter to NYS	
December	No Meeting	
Long Term Events		

Calendar of Events for AFL Board of Trustees

Date	Event	Source of Requirement
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-December 2027 term for Martha
- Jan 2025-December 2027 term for Karen
- Jan 2025-December 2027 Patty
- Jan 2026-December 2028 term for Jill, Phyllis
- Jan 2024-December 2026 term for Carol, Wes