

Minutes of the Argyle Free Library Board of Trustees

October 13, 2025

The meeting was called to order at 6:33 PM by Phyllis Snell, President.

Members present: Karen Mattison, 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: Patty spoke with John and he is expecting to hear from us about the fundraising letter.

Minutes of Past Meeting

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

Board Calendar

Phyllis reviewed the upcoming tasks.

Carol motioned to move to a 10 meeting/year calendar. The months off would be August and December. Martha seconded and the vote was unanimously approved.

Treasurer's Report

The insurance policy has been updated to reflect the value of the shed as well as the contents of the library. See Attachment 2 for the detailed treasurer reports. List of bills were approved to be paid. Jill is looking into snow removal options.

Library Director Report:

See Attachment 3 for the complete Library Director's report and Technology Report. We need to update the exit signs and have them hard-wired. Faith got a quote from ADK Electric One for the updates. Joanne moved to approve the quote and Patty seconded. The vote was unanimously accepted.

Committee Reports

Friends of the Library: Carol read Jess' report – the garage sale made \$162. September the paperwork was mailed for the 501©(3). Thistle day was a good event. Friends of the Library now has an email address. Jill motioned to approve the \$300 in funds for supplies for the library events. Joanne seconded and the vote was unanimously approved.

Building Committee: Nothing to report.

Policy Committee: Nothing to report.

Old Business:

Board Self-Evaluation – Faith has the form and the self evaluation will be handed out in January for completion.

Faith Evaluation – Jill and Phyllis completed and will be emailed to the board.

Community Stakeholder Event – Other possible ideas would be using the Legion or the Community Field for space.

New Business:

Joanne updated the Board that November will be her last month as a Board Member.

Action Item Review: See below.

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

The meeting was adjourned at 7:21 PM. Patty moved and Martha 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>

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

Call to Order

Public Comment Period

Minutes of Last Meeting

Board Calendar

Treasurer's Report

- Insurance changes

Director's Report

Committee Reports

- Friends of the Library
 - MOU revisions
- Building Committee
 - bubbling issues
- Policy Committee

Old Business

- Shed – crack filler for pest control & Handyfoam (ramp looks great)
- Board Self-evaluation
- Clarification on fundraising for an Association library
- Future fundraising event for “community stakeholders” (garden party, backyard bbq, orchard...)

New Business

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Action Item Review – revise to reflect no meetings in Aug & Dec

Date of next meeting – November 10 at 6:30pm

Motion to Adjourn

2025 Budget to Actual - Current Year

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

10/13/2025

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Category	Actual	2025 Budget	Difference
INCOME	33,008.56	111,629.00	-78,620.44
Carry Over	0.00	4,500.00	-4,500.00
Copies-Copier & Computer Printing	259.00	330.00	-71.00
Dividends	320.85	330.00	-9.15
Fines	29.98	0.00	29.98
Major Revenue	29,291.60	106,469.00	-77,177.40
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	7,915.50	18,000.00	-10,084.50
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	81,775.05	111,629.20	29,854.15
Donations	50.00	300.00	250.00
Equipment	7,413.15	8,200.00	786.85
Major Library	4,057.67	9,900.00	5,842.33
Books	3,335.35	4,500.00	1,164.65
Digital Media-ebooks/Overdrive	313.77	3,000.00	2,686.23
DVD and Audiobooks	408.55	2,400.00	1,991.45
Payroll Services	-238.35	164.00	402.35
Program Events	2,037.39	1,120.00	-917.39
Regular Programs	666.34	120.00	-546.34
Special Programs	462.60	500.00	37.40
Summer Prog	908.45	500.00	-408.45
Service Charges (SALS)	2,327.42	3,061.20	733.78
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 ...	60.00	1,000.00	940.00
Legal-Prof Fees	0.00	200.00	200.00
Office	205.60	209.00	3.40
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	5,263.38	2,525.00	-2,738.38
Supplies, Bus-Supplies	1,004.41	400.00	-604.41
Utilities, Bus	3,614.98	6,390.00	2,775.02
Electrical Service	1,800.00	2,000.00	200.00
Heating Oil	1,113.04	3,500.00	2,386.96
Security System	96.21	140.00	43.79
Telephone	445.83	600.00	154.17
Video Conference	159.90	150.00	-9.90
Wages	49,196.96	69,260.00	20,063.04
Net Difference:	-48,766.49	-0.20	-48,766.29

Director's Report: 10/2025

1. News & Updates:
 - a. Teens are back after school
 - i. Most of them are behaving, but we have to re-enforce the rules for some. 3 strike system is working!
 - b. The school is unable to print our event flyers for distribution this year. They are still willing to pass them out for us, but we will need to print them.
2. Building and Maintenance
 - a. Fire Inspection
 - i. We have a new fire inspector, and he is fully enforcing the code this year. It sounds like we have been passed without full compliance in the past...
 - ii. We will need to address 3 issues in the next 30 days
 1. Smoke/CO2 detector upstairs and in Furnace room.
 - a. Bough and will be installed.
 2. Boiler inspection required.
 - a. I let him know that we do not have a boiler, and he aged that we don't have to have it inspected....
 3. Exit Signs
 - a. Our Exit signs need to be hard wired with a battery backup. I confirmed that his note that the exit signs must be "Bioillumincent" was a mistake, and that they just need to be illuminated.
 - b. I contacted TJ at ADK Electric One and they can do the work for \$1,199.89
3. Programing
 - a. Thistle Day
 - i. Another wonderful Thistle Day!
 1. A bit less busy than last year, but I thought it was a good turnout.
 - ii. Thank you to all of the board members who joined us as volunteers.
 - b. October Programing
 - i. Our special events are the book/garage sale and Trick-or-Treating.
 - ii. 31 Programs this month!

AFL Technology Report 2025

JA # / Item	Location	Model	Date Purchased/Replaced	Contract Expiration	Should we replace?
ARG 101	Front Desk	840G9 A10	Purchased - June 2025	Date Not Set	No
ARG 201	Public 2	400G9	Purchased September 2023	Date Not Set	No
ARG 202	Catalog Desk	400G9	Purchased - March 2023	Date Not Set	No
ARG 203	Public 1	400G9	Purchased - December 2024	Date Not Set	No
ARG LAP 100	Staff Laptop	-	Purchased - Jan 2023	Jan-28	No
ARG LAP 102	Director Laptop	-	Purchased - June 2025	Date Not Set	No
Bar Code Scanner	Front Desk	Datalogic	-	-	No
Wireless Router	tech cabinet		Replaced (JA) August 2023	-	No

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	0	0	0
Adults	283	255	358	295	328	278	267	271	340	0	0	0
Total:	439	409	557	450	451	384	387	360	496	0	0	0

Program Totals

Family Programs - In Person	20	22	25	20	24	22	20	0	22	3	0	0
In Person Attendance	44	82	66	47	63	59	61	55	67	8	0	0
Adult Programs - In Person	4	3	7	10	4	6	8	10	7	0	0	0
In Person Attendance	5	9	20	39	0	16	17	71	23	0	0	0
0-5 Kids Programs - In Person	4	6	8	8	5	5	8	6	8	0	0	0
In Person Attendance	74	52	142	188	107	93	148	202	44	0	0	0
6-12 Kids Programs - In Person	1	2	3	3	1	4	3	1	3	0	0	0
In Person Attendance	3	10	13	34	4	36	63	8	9	0	0	0
Teen Programs	4	4	8	6	8	6	0	0	8	0	0	0
In Person Attendance	41	39	112	49	74	42	0	0	95	0	0	0
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	8	0	0
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	16	0	0	0
computer help	12	10	4	9	9	10	12	7	8	0	0	0
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	20	0	0	0
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WIFI usage

Library (Users)	232	191	230	234	246	242	210	202	248			
Cossayuna (Users)	64	57	51	39	67	69	46	38	39			
Total:	296	248	281	273	313	311	256	240	287	0	0	0

Non Library Sponsored Meetings

Non Library Sponsored Meetings	1	2	5	3	2	2	3	2	2	0	0	0
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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				79
Adult Book	284	280	377	355	368	302	281	293	282				2822
Children's Book	189	195	183	255	220	125	267	161	193				1788
Children's New Books	11	11	20	28	11	16	20	30	22				169
Children's New Video	6	1	2	1	3	1	6	2	4				26
Children's Video	12	13	12	13	5	9	16	7	3				90
Realia	1	2	2	1	1	3	3	0	0				13
Magazine	1		2	3	2	0	0	0	0				8
Music	7	1	9	10	3	3	17	6	0				56
Adult New Books	39	25	32	44	38	37	43	36	34				328
New Video	13	11	7	11	13	13	12	14	17				111
Video	52	83	71	56	38	60	46	29	36				471
Total:	621	628	720	782	709	575	730	591	605	0	0	0	5961

Interlibrary Loan

Received	262	297	254	352	192	219	248	240	276				2340
Percent of Circ ILL	42%	47%	35%	45%	27%	38%	34%	41%	46%	0%	0%	0%	30%

GALE Usage (sessions)	671	1144	881	702	466	587	147	10	39				4647
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Overdrive Usage (check outs)

E-Books	71	61	66	86	75	65	109	84	98				715
Audiobooks	177	129	143	124	206	159	165	135	176				1414
Magazine	209	213	210	222	240	236	214	228	205				1977
Total:	457	403	419	432	521	460	488	447	479	0	0	0	4106
New Users	0	1	2	1	3	1	1	4	2				15

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 2025-2028 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