

## **Minutes of the Argyle Free Library Board of Trustees**

**November 10, 2025**

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

Members Present: Karen Mattison, Jill Elliott, Patricia Hall, Wesley Craig, Joanne McDowell, Carol Kuhr (via Zoom), Martha Johnson (via Zoom) and Phyllis Snell.

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

**Public Comment Period:** None

### **Minutes of Past Meeting**

Minutes of our October meeting were reviewed. Patty made a motion to approve them, Jill seconded, and the vote was unanimously approved.

### **Board Calendar**

Phyllis reviewed the upcoming tasks.

### **Treasurer's Report**

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

### **Library Director Report**

See Attachment 3 for the complete Library Director's Report. Everything Under Foot from Hudson Falls came out to look at our carpet and provide recommendations and will provide an estimate. The Halloween events were a success. Faith reviewed the draft plans from Paul Mayes for the IGA lot.

### **Committee Reports:**

**Friends of the Library:** Nothing to report. They have a meeting November 19th. Jill moved for the Friends to give the library \$300 to spend on the Holiday Event, Joanne seconded and the vote was unanimously approved.

**Building Committee:** Nothing to report

**Policy Committee:** Nothing to report

**Old Business:**

**Board Self-Evaluation** - Will occur in January

**Fundraising Event** - Patty asked for some ideas and we came up with some great ideas and people to chat with

**Recruitment of New Board Members** - Faith has a perspective but the meeting date conflicts with her schedule. Faith will send out a poll for possible date changes.

**New Business:**

**Trustee Training** - Need 2 hours each for trustee training.

**Slate of Officers for 2026** - Phyllis (President), Patty (VP), Karen (Secretary), Jill (Treasurer)

**Vote on 2026 Budget** - Jill moved to approve the 2026 budget, Wes seconded and the vote was unanimously accepted.

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

**Date of Next Meeting** - Annual Meeting January 12, 2026 at 6:30 PM

**Executive Session** - Joanne moved to enter into an Executive Session after this meeting is adjourned. Jill seconded.

The meeting was adjourned at 7:43 PM. Jill moved and Carol seconded. Vote was unanimously approved.

Respectfully submitted,

Karen Mattison, Secretary

Action Items		
<p><b>Personnel Committee</b></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><b>Faith</b></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>

**Argyle Free Library  
Trustees Meeting Agenda  
November 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
  - MOU revisions
- Building Committee
- Policy Committee

Old Business

- Board Self-evaluation - January
- Future fundraising event for "community stakeholders"
- Recruitment of new board members (2) – invite to attend January meeting

New Business

- Trustee training by year's end
- Slate of officers for 2026
- Vote on 2026 Budget
- Paul Mayes plan for IGA property

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

Date of next meeting – Annual Meeting January 12, 2026 at 6:30pm

Motion to Adjourn

Executive Session

## 2025 Budget to Actual - Current Year

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

11/10/2025

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Category	Actual	2025 Budget	Difference
<b>INCOME</b>	<b>105,682.31</b>	<b>111,629.00</b>	<b>-5,946.69</b>
Carry Over	0.00	4,500.00	-4,500.00
Copies-Copier & Computer Printing	299.50	330.00	-30.50
Dividends	320.85	330.00	-9.15
Fines	29.98	0.00	29.98
Major Revenue	<b>101,924.85</b>	<b>106,469.00</b>	<b>-4,544.15</b>
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	8,579.75	18,000.00	-9,420.25
Grants	5,000.00	0.00	5,000.00
New York State-SALS	1,376.10	1,500.00	-123.90
<b>Everything Else</b>	0.00	-106,469.00	-106,469.00
<b>EXPENSES</b>	<b>91,726.87</b>	<b>111,629.20</b>	<b>19,902.33</b>
Donations	50.00	300.00	250.00
Equipment	6,983.27	8,200.00	1,216.73
Major Library	<b>5,016.90</b>	<b>9,900.00</b>	<b>4,883.10</b>
Books	3,671.84	4,500.00	828.16
Digital Media-ebooks/Overdrive	531.95	3,000.00	2,468.05
DVD and Audiobooks	813.11	2,400.00	1,586.89
Payroll Services	-238.35	164.00	402.35
Program Events	<b>2,101.50</b>	<b>1,120.00</b>	<b>-981.50</b>
Regular Programs	689.85	120.00	-569.85
Special Programs	503.20	500.00	-3.20
Summer Prog	908.45	500.00	-408.45
Service Charges (SALS)	2,586.46	3,061.20	474.74
Training, Required	57.00	200.00	143.00
Bus. Insurance	5,080.83	6,000.00	919.17
<b>Everything Else</b>	0.00	10,381.20	10,381.20
Employee Benefit, Business-Employee ...	<b>500.00</b>	<b>1,000.00</b>	<b>500.00</b>
Legal-Prof Fees	0.00	200.00	200.00
Office	210.76	209.00	-1.76
Postage and Delivery	313.98	1,500.00	1,186.02
Printing and Reproduction	285.68	1,200.00	914.32
<b>Everything Else</b>	0.00	4,109.00	4,109.00
Repairs & Maint	<b>6,588.27</b>	<b>2,525.00</b>	<b>-4,063.27</b>
Supplies, Bus-Supplies	1,067.68	400.00	-667.68
Utilities, Bus	<b>3,676.69</b>	<b>6,390.00</b>	<b>2,713.31</b>
Electrical Service	1,800.00	2,000.00	200.00
Heating Oil	1,113.04	3,500.00	2,386.96
Security System	106.90	140.00	33.10
Telephone	496.85	600.00	103.15
Video Conference	159.90	150.00	-9.90
Wages	55,888.20	69,260.00	13,371.80
<b>Net Difference:</b>	<b>13,955.44</b>	<b>-0.20</b>	<b>13,955.64</b>

## Director's Report: 11/2025

### 1. News & Updates:

- a. Paul Mayes presented an initial design plan for the new library.
  - i. I cried. This building would vastly improve the way the community uses the library.
  - ii. It is important to point out that, even though we do not have the smallest population or circulation, we would still be the smallest library.
  - iii. The support from our community is very strong right now, I think we should consider capitalizing on that good will and begin fundraising to purchase the property as soon as possible.

### 2. Building and Maintenance

- a. Fire Inspection
  - i. Exit Signs
    1. Exit signs have been installed.
- b. Flooring
  - i. A flooring guy (everything under foot) came and looked at the space, but still hasn't gotten back to me with an estimate... Had some good suggestions though!
  - ii. Had some good suggestions though! Suggestion was carpet tile
    1. Most durable material for our space.
    2. Can replace chunks if there is a serious stain but it is very stain resistant.
    3. Warranty covers wear damage from rolling chairs.
    4. Can be purchased at a deep discount if we are flexible about timing
      - a. We can pre-approve the cost and wait for the best deal/best fit.
    5. Would need to be closed for 1 week for moving/installation.
    6. Could mix and match tile in children's area for a fun and colorful design.

### 3. Programing

- a. Trunk or Treat
  - i. Jess and her girls ran the library trunk as crazy cat ladies, complete with cat themed signs and a litter box! They won 2<sup>nd</sup> place!!
- b. Trick or Treat
  - i. We had 129 kids and adults come to the library to trick or treat!
- c. November Programing
  - i. Our special events are a craft event to make a book page pumpkin center piece, and Food Drive Roulette where anyone who brings in a food item can spin the wheel and win a prize.
  - ii. Only 28 Programs this month.

### 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 <sup>rd</sup> Tuesday in May – get out and vote!	
June	Plan for July 4 <sup>th</sup> 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	
<b>Long Term Events</b>		

### 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