

Minutes of the Argyle Free Library Board of Trustees
February 9, 2026

This meeting was called to order at 6:31 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), Anna Courtney (potential Board Member)

Public Comment Period: None

Minutes of Past Meeting

Minutes of our January meeting were reviewed. Patty made a motion to approve them, Carol 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. Pat Jones left us her book collection. We received a \$10,000 donation toward our Capital Fund building project and another \$5,000 donation from local patrons.

Library Director Report

See Attachment 3 for the complete Library Director's Report. Faith spoke with the lawyer and architect regarding progress for the building project. Bob, the lawyer, would like to zoom into the March meeting to discuss the next phase of the purchase of the property. Faith suggested a Building Committee be formed to help with the project. Jill volunteered.

The front sign was fixed but is broken again and Faith has already contacted them to come again.

Committee Reports:

Friends of the Library: Nothing to report. There will be a meeting next month in March.

Building Committee: Nothing to report. Reviewed the issue with the front light issue.

Policy Committee: The Conflict of Interest Policy was reviewed, Jill moved to accept the policy and Martha seconded, the vote was unanimously approved. The Confidentiality Policy was also reviewed, Patty moved to approve the policy, Wes seconded and the vote was unanimously accepted.

Old Business:

Trustee Training – A form was sent out via email to record your training hours in case a certificate is not provided. A group training is scheduled for February 16th at 5:30 – Financing & Managing Construction Projects.

Board Self-Evaluation – All were completed.

Fundraising Event – The field is reserved for July 11th and Doug Sellers is cooking for us. We are teaming up with our Summer Reading Kick-Off. Displays will be visible to show our Building/Expansion plan.

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

Trustee Job Description – Phyllis will do more research on this.

New Business:

SALS Survey – Please complete if you haven't already

Action Item Review -

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

The meeting was adjourned at 7:29 PM. Jill 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> <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> <p>2/9/26 – On Hold</p>

**Argyle Free Library
Trustees Meeting Agenda
February 2026**

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

- Trustee training
 - Form for tracking your training
 - 2026 group training: Financing & Managing Construction Projects, 2/16, 5:30pm, at the library
- Board Self-evaluation – questions, comments?
- Future fundraising event for “community stakeholders”
- Recruitment of new board members (2) – invite to attend March meeting

New Business

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Action Item Review

Date of next meeting – March 9, 2026 at 6:30pm

Motion to Adjourn

2025 Budget to Actual - Current Year

1/1/2026 through 12/31/2026 Using 2026

2/6/2026

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Category	Actual	2026 Budget	Difference
INCOME	8,687.68	112,530.00	-103,842.32
Copies-Copier & Computer Printing	42.75	330.00	-287.25
Dividends	0.00	330.00	-330.00
Interest Received	0.00	1,300.00	-1,300.00
Major Revenue	8,147.08	110,570.00	-102,422.92
Argyle School District	0.00	73,170.00	-73,170.00
Argyle Town	0.00	17,000.00	-17,000.00
Argyle Village	0.00	1,000.00	-1,000.00
Donations-Fund Raising & Gifts	8,147.08	18,000.00	-9,852.92
New York State-SALS	0.00	1,400.00	-1,400.00
Everything Else	0.00	-110,570.00	-110,570.00
EXPENSES	10,879.14	112,530.00	101,650.86
Donations	0.00	300.00	300.00
Equipment	506.20	3,000.00	2,493.80
Major Library	500.66	7,654.00	7,153.34
Books	366.91	5,500.00	5,133.09
Digital Media-ebooks/Overdrive	0.00	600.00	600.00
DVD and Audiobooks	133.75	1,554.00	1,420.25
Payroll Services	0.00	164.00	164.00
Program Events	0.00	2,600.00	2,600.00
Regular Programs	0.00	800.00	800.00
Special Programs	0.00	800.00	800.00
Summer Prog	0.00	1,000.00	1,000.00
Service Charges (SALS)	259.04	3,200.00	2,940.96
Training, Required	0.00	100.00	100.00
Bus. Insurance	0.00	6,500.00	6,500.00
Everything Else	0.00	12,400.00	12,400.00
Employee Benefit, Business-Employee ...	0.00	1,000.00	1,000.00
Insurance, Bus-Insurance (non health)	-452.00	0.00	452.00
Legal-Prof Fees	0.00	200.00	200.00
Office	0.00	230.00	230.00
Postage and Delivery	0.00	1,500.00	1,500.00
Printing and Reproduction	0.00	1,200.00	1,200.00
Everything Else	0.00	4,130.00	4,130.00
Repairs & Maint	29.76	4,000.00	3,970.24
Supplies, Bus-Supplies	266.55	1,500.00	1,233.45
Utilities, Bus	2,044.68	6,640.00	4,595.32
Electrical Service	2,000.00	2,700.00	700.00
Heating Oil	0.00	3,000.00	3,000.00
Security System	10.69	140.00	129.31
Telephone	33.99	630.00	596.01
Video Conference	0.00	170.00	170.00
Wages	7,724.25	72,742.00	65,017.75
Net Difference:	-2,191.46	0.00	-2,191.46

Director's Report: 2/2026

1. News & Updates:
 - a. Building project
 - i. I spoke with the lawyer (Bob) and the architect (Paul) on Mon and Wed.
 1. Bob is working on a plan of action for moving forward and will present it at our next board meeting.
 2. Paul is working on getting some numbers for the estimated cost of the project put together, and a second draft of our design is drafted.
 - ii. I think it is time for us to form a committee to work on this project. I want to make sure the board feels confident in the decisions that are being made.
 2. Building and Maintenance
 - a. Front sign light was fixed by ADK Electric 1.
 - b. Snow removal
 - i. The AFL Iceberg
 1. Plowing company has been chipping away with a skid steer. They are supposed to be pushing the snow in front of Ian's place, but we are still working on getting that done.
3. Programing
 - a. We have on special program this month
 - i. Bring your partner, best friend, or favorite person to sit across from one another and paint each other's portraits. No experience is needed and the best part is at the end, when you reveal your creation!
 - b. We have 27 regular programs this month.

Data Analysis

2025

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Patron Count												
Kids	176	2	0	0	0	0	0	0	0	0	0	0
Adults	300	13	0	0	0	0	0	0	0	0	0	0
Total:	476	15	0	0	0	0	0	0	0	0	0	0

Program Totals

Family Programs - In Person	16	0	0	0	0	0	0	0	0	0	0	0
In Person Attendance	60	0	0	0	0	0	0	0	0	0	0	0
Adult Programs - In Person	3	0	0	0	0	0	0	0	0	0	0	0
In Person Attendance	16	0	0	0	0	0	0	0	0	0	0	0
0-5 Kids Programs - In Person	7	0	0	0	0	0	0	0	0	0	0	0
In Person Attendance	42	0	0	0	0	0	0	0	0	0	0	0
6-12 Kids Programs - In Person	0	0	0	0	0	0	0	0	0	0	0	0
In Person Attendance	0	0	0	0	0	0	0	0	0	0	0	0
Teen Programs	8	0	0	0	0	0	0	0	0	0	0	0
In Person Attendance	72	0	0	0	0	0	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	190	0	0	0	0	0	0	0	0	0	0	0
Total Virtual Attendance	0	0	0	0	0	0	0	0	0	0	0	0

Computer Use

Computer Use	33	0	0	0	0	0	0	0	0	0	0	0
computer help	9	0	0	0	0	0	0	0	0	0	0	0
Tech Time	6											

Reference Questions

Reference Questions	23	0	0	0	0	0	0	0	0	0	0	0
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WIFI usage

Library (Users)												
Cossayuna (Users)	56											
Total:	56	0	0	0	0	0	0	0	0	0	0	0

Non Library Sponsored Meetings

Non Library Sponsored Meetings	1	2	0	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 will report to the Board regarding the performance of annual reviews 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 mo
	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		
Jan 2024	Form a Strategic Planning committee to prepare a new strategic plan for 2025 - 2030	

Calendar of Events for AFL Board of Trustees

Date	Event	Source of Requirement
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