

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

**March 9, 2026**

This meeting was called to order at 6:28 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 February meeting were reviewed with two changes noted. Patty made a motion to approve them as adjusted, Carol seconded, and the vote was unanimously approved.

### **Board Calendar**

Phyllis reviewed the upcoming tasks.

The financial policy calls for an annual vote to approve our classes of investments. Jill moved to keep our class of investments as they are now, Patty seconded and the vote was unanimously approved.

Jill prepared a 5 year annual report of bank balances. The board discussed moving funds out of the checking account into the Money Market savings account. Jill moved to transfer of \$50,000 to the Savings (Capital Fund), Carol seconded and the vote was unanimously approved.

Jill will contact Nancy Amo to see if she is willing to do out 3 year financial review again this year.

### **Treasurer's Report**

See Attachment 2 for the detailed reports. List of bills were approved to be paid. No other items to note.

## **Library Director Report**

See Attachment 3 for the complete Library Director's Report. Bob, the lawyer, would like to zoom into the April meeting to discuss the next phase of the purchase of the property.

### **Committee Reports:**

**Friends of the Library:** There will be a meeting on Friday March 13<sup>th</sup> to rewrite the bylaws, MOU revisions and begin the separation from the Library.

**Building Committee:** Nothing to report.

**Policy Committee:** Nothing to report.

**Fundraising Committee:** Patty to contact Doug Sellars to see if he can be at the event. The date will be July 11<sup>th</sup>.

### **Old Business:**

**Trustee Training** – The training day went well.

**Recruitment of New Board Members** – Jill motioned to accept Jackie Bard as a new board member, Carol seconded and the vote was unanimously approved.

### **New Business:**

**Review Handbook** – Management of Capital Fund for expansion project – review Handbook pages 75-88 before the April meeting.

### **Action Item Review -**

**Date of Next Meeting** - April 13, 2026 at 6:30 PM

The meeting was adjourned at 7:11 PM. Martha moved and Wes seconded. Vote was unanimously approved.

Respectfully submitted,

Karen Mattison, Secretary

### Action Items

<b>Personnel Committee</b>	<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 2026</p>
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**Argyle Free Library  
Trustees Meeting Agenda  
March 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
- Fundraising Committee
- \_\_\_\_\_ Committee

Old Business

- Trustee training
  - Form for tracking your training
  - Financing & Managing Construction Projects – Faith has logged this for all of us
- Recruitment of new board members – invite to April meeting
  - Election of new member?

New Business

- Management of Capital Fund for expansion project – review Handbook chapter, Budgets and Finance, pages 75-88 before April meeting

Action Item Review

Date of next meeting – April 13, 2026 at 6:30pm

Motion to Adjourn

## 2025 Budget to Actual - Current Year

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

3/6/2026

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Category	Actual	2026 Budget	Difference
<b>INCOME</b>	<b>25,813.58</b>	<b>112,530.00</b>	<b>-86,716.42</b>
Copies-Copier & Computer Printing	88.75	330.00	-241.25
Dividends	0.00	330.00	-330.00
Interest Received	0.00	1,300.00	-1,300.00
<b>Major Revenue</b>	<b>25,226.98</b>	<b>110,570.00</b>	<b>-85,343.02</b>
Argyle School District	0.00	73,170.00	-73,170.00
Argyle Town	17,000.00	17,000.00	0.00
Argyle Village	0.00	1,000.00	-1,000.00
Donations-Fund Raising & Gifts	8,226.98	18,000.00	-9,773.02
New York State-SALS	0.00	1,400.00	-1,400.00
<b>Everything Else</b>	0.00	-110,570.00	-110,570.00
<b>EXPENSES</b>	<b>17,692.67</b>	<b>112,530.00</b>	<b>94,837.33</b>
Donations	0.00	300.00	300.00
Equipment	547.18	3,000.00	2,452.82
<b>Major Library</b>	<b>1,202.88</b>	<b>7,654.00</b>	<b>6,451.12</b>
Books	572.67	5,500.00	4,927.33
Digital Media-ebooks/Overdrive	430.62	600.00	169.38
DVD and Audiobooks	199.59	1,554.00	1,354.41
Payroll Services	0.00	164.00	164.00
<b>Program Events</b>	<b>124.63</b>	<b>2,600.00</b>	<b>2,475.37</b>
Regular Programs	124.63	800.00	675.37
Special Programs	0.00	800.00	800.00
Summer Prog	0.00	1,000.00	1,000.00
Service Charges (SALS)	525.15	3,200.00	2,674.85
Training, Required	0.00	100.00	100.00
Bus. Insurance	0.00	6,500.00	6,500.00
<b>Everything Else</b>	0.00	12,400.00	12,400.00
Employee Benefit, Business-Employee ...	<b>0.00</b>	<b>1,000.00</b>	<b>1,000.00</b>
Insurance, Bus-Insurance (non health)	-452.00	0.00	452.00
Legal-Prof Fees	0.00	200.00	200.00
Office	12.90	230.00	217.10
Postage and Delivery	0.00	1,500.00	1,500.00
Printing and Reproduction	0.00	1,200.00	1,200.00
<b>Everything Else</b>	0.00	4,130.00	4,130.00
<b>Repairs &amp; Maint</b>	<b>1,876.76</b>	<b>4,000.00</b>	<b>2,123.24</b>
Supplies, Bus-Supplies	281.58	1,500.00	1,218.42
<b>Utilities, Bus</b>	<b>2,704.11</b>	<b>6,640.00</b>	<b>3,935.89</b>
Electrical Service	2,000.00	2,700.00	700.00
Heating Oil	454.85	3,000.00	2,545.15
Security System	21.38	140.00	118.62
Telephone	67.98	630.00	562.02
Video Conference	159.90	170.00	10.10
Wages	10,869.48	72,742.00	61,872.52
<b>Net Difference:</b>	<b>8,120.91</b>	<b>0.00</b>	<b>8,120.91</b>

## Director's Report: 3/2026

1. News & Updates:
  - a. Building project
    - i. We are waiting for Paul to get Bob the numbers for his presentation. I told him we would rather wait until he has all of the information before he talks to all of us together.
2. Building and Maintenance
  - a. Snow removal
    - i. I am happy that winter is nearly over. I think we did pretty well with all things considered.
3. Programing
  - a. We have one special program this month
    - i. Bedazzle Your Book! – Bring your favorite book and transform it into a work of art! Add diamond painting sparkle to your favorite book cover.!
  - b. We have 32 regular programs this month.



**Patron Data**

**2026**

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Patron Count</b>												
Kids	176	156	8	0	0	0	0	0	0	0	0	0
Adults	300	273	11	0	0	0	0	0	0	0	0	0
Total:	476	429	19	0	0	0	0	0	0	0	0	0

**Program Totals**

Family Programs - In Person	16	22	0	0	0	0	0	0	0	0	0	0
In Person Attendance	60	81	0	0	0	0	0	0	0	0	0	0
Adult Programs - In Person	3	6	0	0	0	0	0	0	0	0	0	0
In Person Attendance	16	15	0	0	0	0	0	0	0	0	0	0
0-5 Kids Programs - In Person	7	9	0	0	0	0	0	0	0	0	0	0
In Person Attendance	42	45	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	6	0	0	0	0	0	0	0	0	0	0
In Person Attendance	72	39	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	180	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	32	0	0	0	0	0	0	0	0	0	0
computer help	9	10	0	0	0	0	0	0	0	0	0	0
Tech Time	6	4										

**Reference Questions**

Reference Questions	23	27	3	0	0	0	0	0	0	0	0	0
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**WIFI usage**

Library (Users)	186	175										
Cossayuna (Users)	56	42										
Total:	242	217	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	
	SALS Annual Business Meeting - Identify a program for award nomination	
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 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	
<b>Long Term Events</b>		
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

### Calendar of Events for AFL Board of Trustees

Date	Event	Source of Requirement
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