

Minutes of the Argyle Free Library Board of Trustees

May 11, 2026

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

Members Present: Karen Mattison, Jill Elliott, Carol Kuhr, Martha Johnson, Jackie Barg and Phyllis Snell.

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

Public Comment Period: Bob, the lawyer, called in via Zoom and went over fundraising/financing options for the expansion project.

Minutes of Past Meeting

Minutes of our April meeting were reviewed with a few minor changes noted. Carol made a motion to approve them as adjusted, Jackie 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. No other items to note. The Friends account was closed and funds transferred to them.

Library Director Report

See Attachment 3 for the complete Library Director's Report. We received over \$3,000 for adult programming advertising.

Committee Reports:

Friends of the Library: Plant sale and basket raffle coming up on 5/23.

Building Committee: The ramp rug has been pulled and one board replaced. Paint will be done soon.

Policy Committee: Nothing to report.

Fundraising Committee: Main St. Variety is donating salads for our event in July.
Application submitted to Stewarts for sodas and hot dogs.

Capital Committee: Nothing to report

Old Business:

Contact List – Take Jordan off for snow removal

Review Handbook – Trustee Duties & Responsibilities – reviewed pages 20-29 from the Trustee Handbook.

Laptop for Jill – New laptop chosen for Jill – went with the Apple.

Insurance Review – Carol, Phyllis and Jill will schedule a date.

New Business:

Action Item Review –

Date of Next Meeting - June 8, 2026 at 6:30 PM

The meeting was adjourned at 8:09 PM. Martha moved and Carol seconded. Vote was unanimously approved.

Respectfully submitted,

Karen Mattison, Secretary

Action Items		
Personnel Committee	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 5/10/21: work on employee handbook to minimize redundancies with policies and avoid inconsistencies as they are updated	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 1/15/24 Reviews Done and redundancies will be rolled into Personnel Policy 6/10/24 Meeting on 6/27/24 – draft hopefully next meeting 6/27/24 Personnel Policy draft created. Targeting September to finalize draft for Board review. 9/9/24 Faith is looking into this 10/14/24 A policy committee meeting should occur to review outstanding items. 10/13/25 – Deadline set to February 2026
3 Year Annual Review	4/13/26: Add a budget item to include a fee for the 3 year review.	

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

Call to Order

Public Comment Period

Progress Report from Robert Schofield, if available

Minutes of Last Meeting

Board Calendar

Treasurer's Report

Director's Report

Committee Reports

- Friends of the Library
- Building Committee
- Policy Committee
- Capital Committee (Faith & Jill)

Old Business

- Updates to Contact List & stationery made?
- Discussion: Trustee Duties & Responsibilities (pages 20-29) from the Trustee Handbook
- New laptop? Quickbooks?
- Insurance Review (Faith, Carol, Jill)
- ACT Welcome Packets are done; let Faith or me know if you know of a new resident

New Business

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Action Item Review

Date of next meeting – June 8, 2026 at 6:30pm

Motion to Adjourn

2026 Budget to Actual - Current Year

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

5/11/2026

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Category	Actual	2026 Budget	Difference
INCOME	29,791.85	112,530.00	-82,738.15
Replacement Fees	10.00	0.00	10.00
Copies-Copier & Computer Printing	149.75	330.00	-180.25
Dividends	0.00	330.00	-330.00
Interest Received	0.00	1,300.00	-1,300.00
Major Revenue	29,034.25	110,570.00	-81,535.75
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	8,397.89	18,000.00	-9,602.11
Grants	3,636.36	0.00	3,636.36
New York State-SALS	0.00	1,400.00	-1,400.00
Everything Else	0.00	-110,570.00	-110,570.00
EXPENSES	87,903.08	112,530.00	24,626.92
Capital Expense	2,900.00	0.00	-2,900.00
Donations	0.00	300.00	300.00
Equipment	770.42	3,000.00	2,229.58
Major Library	2,126.68	7,654.00	5,527.32
Books	1,496.47	5,500.00	4,003.53
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
Program Events	384.88	2,600.00	2,215.12
Regular Programs	259.72	800.00	540.28
Special Programs	125.16	800.00	674.84
Summer Prog	0.00	1,000.00	1,000.00
Service Charges (SALS)	1,057.37	3,200.00	2,142.63
Training, Required	0.00	100.00	100.00
Bus. Insurance	-451.00	6,500.00	6,951.00
Everything Else	0.00	12,400.00	12,400.00
Employee Benefit, Business-Employee ...	73.00	1,000.00	927.00
Legal-Prof Fees	0.00	200.00	200.00
Office	189.95	230.00	40.05
Postage and Delivery	386.80	1,500.00	1,113.20
Printing and Reproduction	386.70	1,200.00	813.30
Everything Else	0.00	4,130.00	4,130.00
Repairs & Maint	2,459.85	4,000.00	1,540.15
Supplies, Bus-Supplies	362.73	1,500.00	1,137.27
Utilities, Bus	3,360.36	6,640.00	3,279.64
Electrical Service	2,000.00	2,700.00	700.00
Heating Oil	1,011.46	3,000.00	1,988.54
Security System	42.76	140.00	97.24
Telephone	146.24	630.00	483.76
Video Conference	159.90	170.00	10.10
Wages	23,895.34	72,742.00	48,846.66
Net Difference:	-58,111.23	0.00	-58,111.23

Director's Report: 5/2026

1. News & Updates:
 - a. Building project
 - i. Wes was kind enough to jump on a Zoom with our lawyer and myself. We got a run down on what is next in the process.
 - ii. Our lawyer, Robert Schofield, Will be joining us for the meeting.
2. Building and Maintenance
 - i. Smoke Detector
 1. Somehow, we lost it. I bought a new one. I am sorry.
3. Programing
 - a. We had one special program this month
 - i. Join us to explore a magical world! This game will be a beginner-friendly, 3-hour adventure. No experience, books, or dice required; we have everything you need!
 1. We didn't have much luck with this one. We will try again.
 - b. We have 35 regular programs this month.
4. Fundraising
 - a. Older Adult Programing Grant
 - i. We received \$3,636.36 from SALS and OATS for older adult programing.
 - b. Love Our Library Funds
 - i. We will receive money from SALS for Summer Reading.

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 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
	Review New Trustee Orientation Packet for Updates	May 2026 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	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	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		
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	September 2021 meeting
October 2027	Review bylaws every 5 years, last done October 2022	Bylaws

Jan 2025-December 2027 term for Martha and Jackie
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