

Minutes of the Argyle Free Library Board of Trustees

March 9, 2020

The meeting was called to order at 6:35PM by Martha Johnson, President.

Members present: Martha Johnson, Joanne McDowell, Jill Hamilton, Julie Gann, Donna Ruppel, Sandy Smith, and Phyllis Snell.

Adah DeRosier, Library Director, Carol Kuhr, President of the Friends of the Library, and Jim Hempel, Maintenance, also attended.

Discussion with Jim Hempel about Ramp: Phyllis suggested that we look at the Presbyterian Church's Food Pantry handicapped ramp. They have some very durable outdoor carpeting to make the ramp a non-skid surface. There was also some discussion about whether the posts on the ramp should be painted black to match the window trim on the building. Julie will take over management of the work for the grant from the Home for Aged Women from Sandy. She and Jim will make the final decisions on the work, while ensuring they stay within budget.

Minutes of Last Meeting:

Minutes of our February meeting were reviewed. Joanne motioned to approve them with minor corrections, Phyllis seconded, and the vote was unanimous.

Board Calendar:

We reviewed the board calendar for upcoming tasks. Adah will buy a small stepladder for the library to help with changing smoke detector batteries and other tasks.

Treasurer's Report:

The treasurer reports are included in Attachment 2 to these minutes. Jill received the \$12,000 from the town, plus some additional donations from our annual fund drive. Jill did open accounts at Lowe's and Quality Hardware for Jim to buy the materials needed for the ramp and post work. Jim, Adah, and Jill are approved signatories for the Quality Hardware debit card account, and Jim and Adah are approved for the charge account at Lowe's. There is a \$1,000 transaction limit on the Lowe's account.

The fraudulent charges on Sue's debit card appear to have been resolved, as there were bank credits on the statement.

Jill gave her annual financial report, and the investment policy was discussed. Sandy motioned to keep the library savings in CDs, Joanne seconded the motion, and it was unanimously approved.

Library Director Report:

Attachment 3 has the detailed Library Director's report. Adah reviewed the circulation and patron counter statistics. February's patron counts indicate that Tuesday and Thursday attendance has increased, while Monday attendance has decreased – probably due to the change in hours. She did complete Pat's annual review, and was pleased with the discussion. Adah talked with Faith St. John about the substitute librarian position. Faith is working more hours at her current job, and so is unable to work at the library now. Adah will advertise the position on Facebook and post a notice at the library. The prom dress giveaway had fewer people than last year, probably due other programs in the area. About 10 people did show up, and all took something.

Adah has been receiving a lot of information about the coronavirus. After some discussion of various approaches implemented by other institutions, Adah will prepare our library's approach as a phased approach, based on the Pennsylvania City Public Library's procedure.

The mural that the ACS Art Club is doing for the back of the bookcase by the front door should be done by the end of March. We also need another PC to replace the one that broke down. SALS has changed the types of computers available to us, and Adah can only buy a mini-PC that has no DVD or CD player. The computer will cost \$698, and the lock for it is \$22. This cost is already included in this year's budget.

Committee Reports

- **Friends of the Library:** The next regional FOL meeting will be March 20 at 2:00, with Charlie Edwards to discuss fundraising. In the event of more COVID-19 restrictions, Carol will explore the possibility of using something like Zoom or GoToMeeting for video-conferencing. Carol requested \$30 for refreshments for this meeting. Joanne made this motion, Sandy seconded it, and it passed unanimously. Carol also requested \$100 for the kindergarten book bags. Phyllis made this motion, Joanne seconded it, and it passed unanimously. The plant sale is scheduled for May 9.
- **Building/Maintenance Committee:** See earlier discussion about the handicapped ramp and rotting post.

Old Business

- **Review Annual Report:** The Annual Report was submitted prior to this meeting, per SALS and NYS requirements. Jill motioned to approve the report, Donna seconded the motion, and it passed unanimously.
- **Approve Library's Investment Policy for Each Class of Investment:** See the earlier discussion in the Treasurer's Report section.
- **Annual Treasurer's Report:** See the earlier discussion in the Treasurer's Report section.

- **Accounts Payable Policy:** We discussed the updates to the Accounts Payable Policy. Martha will make the final changes and send it to Julie. Donna motioned to approve the policy with the noted changes, Joanne seconded the motion, and it was unanimously approved. Martha will also make a list of Donna Amo’s recommended changes, and show where those recommendations are included in our policies.
- **Ramp Update:** see earlier discussion at start of meeting.
- **Disposal of Books:** Joanne informed the board that the transfer station is now charging \$0.10/pound to accept discarded books. Given the fact that we generally have more than a truckload of books that aren’t sold at our annual booksale, that could amount to a considerable amount of money. Donna will check with the Weibel Avenue recycling center in Saratoga to see if they accept used books. Joanne said the used book donation box is back at the Home Depot plaza.

New Business:

- **Nominations for ‘Program of the Year’:** Adah did several outstanding programs at the library during the past year. A couple that were especially well received were the drumming and watercolor programs. The nominations are due March 31, and Adah will check on whether to submit either of these programs.

Action Item Review: We reviewed the action items, and Julie will update accordingly.

Other Business: None

The next meeting will be April 13 at 6:30PM.

The meeting was adjourned at 8:40 PM, per a motion made by Donna, seconded by Julie, and unanimously agreed to by the Board.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Adah	3/9/20: consider nominating a program for SALS’ Program of the Year	
Donna	3/9/20: check with Weibel Ave. recycling to see if they will accept unwanted books at no charge	
Martha	3/9/20: send Julie the final updates to the Accounts Payable Policy	

Action Items		
Person Responsible	Task	Status / Notes
Adah	3/9/20: buy a small stepladder for the library for changing smoke detector batteries, etc.	
Julie	2/10/20: check with Rosemary to see if she's interested in doing a cooking program for kids, and if so, what age range	4/6/20: on hold until COVID-19 isolation is lifted 2/25/20: Rosemary is interested, but would like to wait to discuss details until early April.
Joanne, Jim	1/13/20: check out adding a motion sensor light above the library door.	3/9/20: working it 2/10/20: in process
Adah	1/13/20: check with Faith St. John about working some substitute hours at the library	3/9/20: Faith can't do this now; Adah will post opening on FB and put up sign in library 2/10/20: has contacted Faith, and is waiting to hear back from her to set up an interview
Sandy	12/9/19: final report on work for grant to Home for Aged Women due ???	2/10/20: Sandy reported that the work must be completed & final report submitted by 5/31/20
Adah	11/11/19: set up program for selecting Medicare supplement policies for October/November 2020	
Martha	11/11/19: send Nancy Amo a thank you note; review Nancy's notes and our policies for recommended changes	3/10/20: will make a list of Nancy's recommendations and show where each one is addressed 2/10/20: working on policy changes 12/9/19: sent thank you note; working on policy changes
Adah	10/14/19: follow up with the school's art club to see if they are still planning to do the mural for the bookshelf near the entrance.	3/10/20: Art Club said they will be done by end of March 2/10/20: no updates 12/9/19: Adah checked, they are working on it
All	8/12/19: find out when in 1921 the library was granted its first charter	9/7/19: the 1 st provisional charter was granted by the NYS Board of Regents on Feb. 24, 1921
Adah, Board	1/13/20: in June, re-look possibility of opening the library on Fridays, late afternoons	
Joanne, Julie	1/14/19: check with Chronicle and Post Star re meeting notice not being published.	
LD, Julie	8/13/18: work the school to get volunteers to transfer the digitized yearbooks to the internet	10/8/18: low priority

Action Items		
Person Responsible	Task	Status / Notes
LD - Adah	8/13/18: give away extra copies of Argyle map during a relevant program, perhaps on Argyle's history	Time and program specifics are TBD, not a high priority; maybe as bingo prizes
TBD	6/11/18: Repair Café program	10/8/18: low priority
All	5/14/18: review all policies after the Strategic Plan is completed; prepare an alternate Public Statements Policy	12/9/19: in progress See Martha's 3/29/18 e-mail
Joanne	7/17/17: check with Joseph Cutshall King re a program on local history	10/8/18: low priority 5/14/18: will talk with him 12/11/17: follow up on this later
Adah	3/12/18: prepare and maintain an inventory of non-book items for insurance and replacement purposes in the event of a disaster.	12/9/19: in progress 8/12/19: in progress 5/14/19 Still open 5/14/18: will do after attic clean-up; taking pictures is sufficient

Argyle Free Library
Trustees Meeting Agenda
March 9, 2020

Call to Order

Minutes of Last Meeting

Board Calendar

Treasurer's Report

Director's Report

Committee Reports

- Friends of the Library
- Building Committee

Old Business

- Review Annual Report
- Approve Library's investment policy for each class of investment
- Annual Treasurer's report
- Accounts Payable Policy
- Ramp update
- Disposal of books

New Business

Action Items

Other Business

Date of Next Meeting

Adjournment

Treasurer's Report March 2020

Account Balances - As of 3/3/2020
(Includes unrealized gains)

Account	3/3/2020 Balance
Bank Accounts	
Friends' GFN	5,854.60
GF National Bank-Cash Checking	58,129.87
GF National CD's-Multi-Year Redemption	75,000.00
TOTAL Bank Accounts	138,984.47
Cash Accounts	
Petty Cash	69.24
TOTAL Cash Accounts	69.24
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	179,053.71

2020 Budget to Actual - 2020

1/1/2020 through 12/31/2020 Using 2020 Budget

3/3/2020

Category	Actual	2020 Budget	Difference
INCOME	16,142	85,052	-68,910
Copies-Copier & Computer Printing	48	380	-312
Dividends	0	180	-180
Fines	107	708	-601
Interest Received	0	50	-50
Major Revenue	15,588	83,774	-68,186
Argyle School District	0	62,174	-62,174
Argyle Town	12,000	12,000	0
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	3,588	7,700	-4,112
New York State-SALS	0	1,400	-1,400
Other Inc, Bus	280	0	280
EXPENSES	16,906	85,052	68,146
Donations	0	300	300
Equipment	264	1,400	1,138
Major Library	1,978	4,475	2,497
Books	1,775	3,000	1,225
Digital Data	203	1,200	997
Subscriptions-Magazines	0	275	275
Membership Fees	0	100	100
Payroll Services	21	225	205
Program Events	68	1,100	1,033
Special Programs	68	600	533
Summer Prog	0	500	500
Service Charges (SALS)	412	2,400	1,988
Bus. Insurance	0	3,000	3,000
Business Tax	2,456	11,880	9,424
Employee Benefit, Business-Employee ...	0	300	300
Other Employee Benefit, Business-E...	0	300	300
Legal-Prof Fees	0	200	200
Licenses and Permits-License and Per...	0	320	320
Office	25	69	44
Postage and Delivery	656	850	194
Printing and Reproduction	0	250	250
Repairs & Maint	397	5,163	4,766
Supplies, Bus-Supplies	107	1,050	943
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	3,302	3,770	468
Electrical Service	1,302	1,600	298
Heating Oil	1,343	1,600	257
Telephone	656	570	-88
Wages	7,082	47,700	40,618
Net Difference:	-765	0	-765

Director's Report: March 2020

1. General Updates:

650 items with 743 circs (what was actually circulated at our library by the library that the item came from and the material type)

549 items with 645 circs (items circulated from AFL's collection regardless of where the items were checked out)

-patron counter stats

-programs for April 2020

-Pat's One-year Review

-Update on substitute position

-Prom dress giveaway update

-Coronavirus discussion

-Bookcase mural deadline

-New mini PC purchase discussion

2. Upcoming Programs:

Decorate a Shamrock – Tuesday, 3/17 all day

Movie Night: Judy – Wednesday, 3/18 @ 5:00pm

Kid's STEM Magnatile Building – Saturday, 3/21 @ 11:00am

Intro to Cooking: Chicken Parm – Tuesday, 3/24 @ 4:30pm

Kamigami Robotics – Friday, 3/27 @ 4:00pm