

Minutes of the Argyle Free Library Board of Trustees

May 11, 2020

The meeting was called to order at 6:30 PM by Martha Johnson, President. Due to the COVID-19 restrictions, this meeting was held online via Zoom.

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 John Felicetti, an interested citizen, also attended.

Minutes of Last Meeting:

Minutes of our April meeting were reviewed. Donna motioned to approve them with one minor correction, Sandy seconded, and the vote was unanimous.

Board Calendar:

We reviewed the board calendar for upcoming tasks. If we are going to submit an application this year for a grant from the Home for Aged Women, we need to decide on a project, get estimates, etc. We discussed replacing the library carpeting, but that will cost significantly more than the \$5,000 maximum from the HFAW. We decided to wait on that until construction grants are available from SALS. Adah will check out whether materials such as audio books might be eligible for the HFAW grant.

Treasurer's Report:

The treasurer reports are included in Attachment 2 to these minutes. Due to COVID-19, the tax deadline has been extended to July 15. Jill will make sure the tax paperwork is filed by the deadline. She will also get the final numbers together for the expenses associated with last year's grant from the Home for Aged Women. Because the board members were not able to sign the bills in person, all board members verbally approved each of the bills.

Library Director Report:

Attachment 3 has the detailed Library Director's report. There is no further information from the state or SALS yet on possible dates when the library can re-open. Adah is working on a re-opening plan, and will send it to board members shortly. Phase 2's re-opening will likely include curbside pick-up of materials. SALS has a procedure for quarantining books for three days and cleaning the outside of the books. If the library provides home schooling materials, that raises our priority for re-opening. There will not be any SALS interlibrary loans for at least two weeks after the libraries re-open. Adah will purchase the needed PPE supplies, including gloves, masks, keyboard covers, etc. The draft re-opening plan may include entering through

the main door, and exiting through the side door, with tape on the floor to mark the six feet needed for social distancing.

Pat has completed the shelf reading for the mysteries, and will be starting on the children's section. Adah did one virtual storytime and posted it to YouTube.

Committee Reports

- **Friends of the Library:** The FOL meeting was held via Zoom on April 20. They may do a perennial sale in September or October. Carol requested approval of \$40 for flowers for the front of the library. Joanne made that motion, Sandy seconded it, and it passed unanimously. FOL is considering buying a plaque for Eleanor Randles to hang in the library. It would have room to add more names as needed. The next FOL meeting is scheduled for September 9. If Adah needs funds for a summer program, they can hold another meeting to discuss and approve.
- **Building/Maintenance Committee:** Jim will install a plexiglass face shield for the checkout desk. Jim will also caulk around the chimney and fix the roof's facing board that is too close to the slate tiles. Those costs are estimated to be about \$300. Julie motioned to approve that amount, Donna seconded the motion, and it passed unanimously. The furnace needs a valve replaced, and a new hot water tank for the heating system. McDonald's will do the work, and the estimate is \$500. Phyllis motioned to approve up to \$500 for the furnace repairs, Sandy seconded the motion, and it passed unanimously.

Old Business

- **Ramp Project:** The ramp and post repair, funded by a grant from the Home for Aged Women, is complete.
- **Roof & Furnace Repair:** See the Building/Maintenance Committee report above.
- **School Board Budget Hearing, Vote, Letter:** We discussed whether to reduce this year's budget to a 0% increase vs the planned 2% increase, as per SALS suggestion. Jill reported that our donations are down from last year. We decided to keep the requested increase as is. John and Joanne volunteered to write the annual letter to the voters to report on the library's accomplishments. Jill will check with the school to see if they will again help with the printing and bulk mail costs.
- **Financial Policy:** Martha and Phyllis made the final changes to the Financial Policy. Jill voted to approve it with the noted changes, Joanne seconded the motion, and it passed unanimously.
- **Pandemic Policy:** Adah provided a draft Pandemic Policy. The following changes were recommended:

- Instead of closing sections of the library (Section IV), require limiting numbers of patrons, social distancing, and require patrons to wear a mask that covers their nose and mouth
- In addition to work-at-home tasks for employees in the event the library is closed, include tasks that can be performed at the library while it's closed
- In Section V, add “posting a notice on the library’s front door” in addition to social media posts.
- **Annual Book Sale:** We agreed to postpone a decision on this until the village announces whether or not the 4th of July parade will take place.

New Business:

- **Reopening Library:** See the Library Director’s report and the Pandemic Policy discussion. At our last meeting, we had agreed to pay the library’s employees through the date of this meeting (5/11/2020). Joanne motioned to extend this until our next meeting (6/8/2020). Sandy seconded the motion, and it passed unanimously.

Action Item Review: We postponed the action items review until our next meeting.

Other Business: Martha will send a note to Adah’s other boss to thank him for paying for cleaning the library, as required prior to re-opening.

The next meeting will be June 8 at 6:30PM.

The meeting was adjourned at 8:10 PM, per a motion made by Sandy, seconded by Donna, and unanimously agreed to by the Board.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Martha	5/11/20: send thank you note to Adah’s other boss for sending a cleaning crew to our library	
Adah	5/11/20: check out whether materials such as audio books are eligible for grant money from the Home for Aged Women	
Joanne	4/13/20: check into whether the library is eligible for and should apply for a loan/grant from the Payroll Protection Program	

Action Items		
Person Responsible	Task	Status / Notes
Julie	4/13/20: check with Glens Falls Sr Ctr about them taking our excess books after the book sale	5/7: no, but maybe Queensbury Sr Ctr would
Carol	4/13/20: check with SALS to see if it's OK for FOL to send a letter to the voters requesting a 'yes' vote for our budget increase	4/16: Carol sent us an email thread with Sara (SALS), indicating the it's probably not allowed.
Adah	4/13/20: check with school to see what they're doing to reach out to students without access to good internet	
Financial Committee	4/13/20: conduct financial records review once the COVID-19 restrictions are lifted	
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.	4/13/20: decided simplest solution is to just leave the outdoor light on all night 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	4/13/20: on hold until normal operating hours resume 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	

Action Items		
Person Responsible	Task	Status / Notes
Martha	11/11/19: send Nancy Amo a thank you note; review Nancy's notes and our policies for recommended changes	4/13/20: Martha has started to match Nancy's recommendations with our policies; Julie will set up chart to make it easier 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.	4/13/20: Joanne will check with the Post Star, Julie with the Chronicle
LD, Julie	8/13/18: work the school to get volunteers to transfer the digitized yearbooks to the internet	10/8/18: low priority
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 5/14/19 Still open 5/14/18: will do after attic clean-up; taking pictures is sufficient

Argyle Free Library
Trustees Meeting Agenda
May 11, 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

- Ramp project
- Roof repair
- Furnace repair
- School board budget hearing, budget vote, budget letter
- Revisit Financial Policy
- Pandemic Policy
- Book sale

New Business

- Reopening library- plan to protect employees and patrons

Action Items

Other Business

Date of Next Meeting

Adjournment

Treasurer's Report May 2020

Account Balances - As of 5/8/2020 (Includes unrealized gains)

Account	5/8/2020 Balance
Bank Accounts	
Friends' GFN	5,854.60
GF National Bank-Cash Checking	43,279.58
GF National CD's-Multi-Year Redemption	75,000.00
TOTAL Bank Accounts	124,134.18
Cash Accounts	
Petty Cash	17.44
TOTAL Cash Accounts	17.44
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	164,151.62

2020 Budget to Actual - 2020

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

5/8/2020

Category	Actual	2020 Budget	Difference
INCOME	17,185	85,052	-67,867
Copies-Copier & Computer Printing	58	360	-302
Dividends	0	160	-160
Fines	123	708	-585
Interest Received	0	50	-50
Major Revenue	16,268	83,774	-67,506
Argyle School District	0	62,174	-62,174
Argyle Town	12,000	12,000	0
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	4,268	7,700	-3,432
New York State-SALS	0	1,400	-1,400
Other Inc, Bus	509	0	509
EXPENSES	32,852	85,052	52,200
Donations	0	300	300
Equipment	264	1,400	1,136
Major Library	2,146	4,475	2,329
Books	1,775	3,000	1,225
Digital Data	371	1,200	829
Subscriptions-Magazines	0	275	275
Membership Fees	0	100	100
Payroll Services	21	225	205
Program Events	56	1,100	1,044
Special Programs	56	600	544
Summer Prog	0	500	500
Service Charges (SALS)	614	2,400	1,786
Bus. Insurance	0	3,000	3,000
Business Tax	6,214	11,880	5,666
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	34	69	36
Postage and Delivery	711	850	139
Printing and Reproduction	248	250	2
Repairs & Maint	1,856	5,163	3,307
Supplies, Bus-Supplies	270	1,050	780
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	-86
Wages	16,890	47,700	30,810
Net Difference:	-15,667	0	-15,667

Director's Report: May 2020

1. General Updates:

- SALS doesn't have more info from state on openings yet
- Pandemic Policy
- Sue and Pat update
- Weekly virtual story time on Youtube up and running
- Looking into a Zoom trivia or family feud program for adults
- ReadSquared Set up for virtual summer reading program
- Draft Re-opening Plan
- New Protocol at the library