

Minutes of the Argyle Free Library Board of Trustees

August 13, 2020

The meeting was called to order at 6:33 PM by Martha Johnson, President. The meeting was changed from Monday, August 10 to Thursday August 13 due to weather.

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

Adah DeRosier, Library Director also attended.

Minutes of Last Meeting:

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

Board Calendar:

We reviewed the board calendar for upcoming tasks. Sexual harassment training is required by the state every year, and is due to be completed in September. Joanne will check with the town to see what their plans are, if it will be online this year, and how we can participate. The Library Director's review of staff personnel is due this month. Adah will send her review of Pat to the Personnel Committee. Adah did talk with Sue, and it sounds like she won't be returning to her job at the library. Adah will talk with Mary Lou about coming in for a few hours every week until the new library director is here.

Treasurer's Report:

The treasurer reports are included in Attachment 2 to these minutes. Jill needs Jim's receipts for his purchases from Reid's Hardware. She received invoices from Reid's and needs the associated receipts. The month's bills were reviewed and approved.

Library Director Report:

Attachment 3 has the detailed Library Director's report. After re-opening the library with limited hours, Adah re-started the patron counter. The number of patrons is a bit less than before the pandemic, but is steady. There have been no issues with patrons wearing masks. Most of the smaller libraries in our area are open now. Crandall and Saratoga libraries are still closed and only doing pick-up service.

Adah reported on the wi-fi grant from Microsoft via Spectrum to be set up at the Cossayuna Firehouse. She is working with Nancy S. on a way to load software on the donated access

point to make it work. Annie Miller, Greenwich's Library Director, will work with Nancy on this if it's not completed by the time Adah leaves.

The fresh food is being delivered once a week, on Tuesdays around noontime, though they sometimes come a bit earlier. Jill will fill in for Adah on this, with Phyllis as Jill's backup. This program ends sometime around November.

Pat will add Mondays and Wednesdays to her work schedule until the new Library Director starts. Adah will see if Mary Lou is willing to work a few hours a week, so we have more than one person working. She will bring Mary Lou in for a few hours to show her the new COVID-19 procedures for handling books, etc.

Adah bought three Amazon Kindle Fires with money from the tech grant. Adah has added two of them to the library catalog for patrons to use, keeping the third one in reserve to use as a centennial give-away. Because the Kindles will need to be reset each time they are returned, Adah will set the status of those in the catalog as "in processing" so they will not be available for borrowing yet. The new LD will need to reset the status when she is ready to start loaning them out. Adah did add some safeguards to the kindles, including "Find My Kindle Fire" and a remote control capability from the library's business account. She also removed the AFL charge card from the Amazon 1-click application. Since that application cannot be removed from the Kindle, this will prevent patrons from buying things through Amazon and charging the library for them. The new LD will need to do a factory reset each time the kindles are returned. This will delete the Overdrive or Libby application that is used to download library e-books, and so that app will need to be manually re-installed each time.

Some children took the bags for the summer program. As of today, no one has brought anything back. Pat can hand out the prizes if the children do bring them back. The online summer program for children didn't get any takers.

Lily Loveday's dance program was cancelled due to COVID-19. Lily offered to do an outdoor, socially distanced program, perhaps in September or October. This can be held off library property, perhaps at the rec center.

Pat is having difficulty reaching the "Open" sign by the library door. Jim will redo the hooks so she can reach it.

All the old books that are ready to be removed are downstairs. Phyllis's contact from the Bulk Book Warehouse will pick them up tomorrow.

Adah will send Julie a copy of the grant application she submitted to the Home for Aged Women. She has not yet heard back from them about whether or not we've received the grant. She will also give the key to the Post Office box to Jill.

Committee Reports

- **Friends of the Library:** Carol was not able to make this meeting, but she reported that she did canvas the FOL about doing a plant sale this fall. The consensus was that it was better not to do it this year.
- **Building/Maintenance Committee:** Jim is waiting for surgery, so is on light duty in the meantime. Phyllis did check on the NY Library Construction Grant, and found that carpet replacement would not be eligible for funding under that grant program.
- **Library Centennial Committee:** A July meeting was cancelled, and the next meeting is not yet scheduled.

Old Business

- **Book Solution – donating to Bulk Book Warehouse:** Phyllis has contacted the person at the Bulk Book Warehouse, and he will be at the library tomorrow to pick up all our unwanted books.
- **Behavior Policy Amended:** This policy was approved with a minor change to paragraph 9 to address the governor's executive order on wearing masks. Sandy motioned to approve the policy with the noted changes, Jill seconded the motion, and it passed unanimously.
- **ASRL Virtual Conference:** The Board had approved the \$50 fee for this conference for Adah to attend virtually on September 28. Since Adah will no longer be working for us at that time, Jill made a motion that the Board gift this to Adah as a thank you for her outstanding service to the library. Donna seconded the motion and it passed unanimously.
- **NYS Forward Re-opening Plan:** NYS requires all businesses to have a copy of this plan on the premises. Adah has prepared this plan, and it is in the bottom drawer of the filing cabinet by the checkout desk.

New Business:

- **Hiring a New LD:** Adah's last work day will be August 17, and she will be leaving on August 21. She worked with the Personnel Committee to revise the LD job description. If we do not replace Sue, the LD can work 30 hours. We discussed where to post the job opening, and agreed that Adah will post it at SALS, ARSL, and CDLC (Capital District Library Council). In addition, Jill will post it on INDEED.

Action Item Review: The Action Item table below reflects changes due to their review.

Other Business: None.

The next meeting will be September 14 at 6:30PM.

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

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Julie	9/13/20: send Faith the final July minutes, the draft August minutes, and the amended Behavior Policy to post on the website	
Jim	8/13/20: redo hooks for the OPEN sign so Pat can reach it	
Faith	8/13/20: contact Lily Loveday re re-scheduling an outdoor dance program	
Jim, Joanne	8/13/20: Jim's receipts for purchases from Reid's HW need to be given to Jill	
Adah, Personnel Committee (Phyllis, Jill)	8/13/20: Pat's review is due	
Joanne	8/13/20: check with the town about sexual harassment training	
Joanne	7/13/20: check with McDonald's to see if the furnace room requires a vented door	
Jim	7/13/20: get an estimate for the cost of an insulated door for the furnace room	
Adah	6/8/20: write grant application to Home for Aged Women for audio & large print books, and assistive technologies	7/14: completed
Adah	4/13/20: check with school to see what they're doing to reach out to students without access to good internet	8/13/20: contacted the again, still waiting to hear back 7/13: did contact them, waiting to hear back
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.

Action Items		
Person Responsible	Task	Status / Notes
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
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	7/13/20: Martha will get with Julie re chart 6/8/20: Martha has a chart to help track, work is in progress 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.	6/8/20: on hold due to COVID-19 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	6/8/20: will re-look in September
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

Action Items		
Person Responsible	Task	Status / Notes
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	6/8/20: Public Relns & Social Media policy approved, replaces old 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.	7/13/20: 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
August 13, 2020

Call to Order

Minutes of Last Meeting

Board Calendar

Treasurer's Report

Director's Report

Committee Reports

- Friends of the Library
- Building Committee
- Library Centennial Committee

Old Business

- Book solution- donating to Bulk Book Warehouse
- Behavior Policy amended
- ARSL virtual conference
- NYS Forward Re-opening Plan

New Business

- Hiring a new LD

Action Items

Other Business

Date of Next Meeting – September 14

Adjournment

Treasurer's Report August 2020

Account Balances - As of 8/9/2020 (Includes unrealized gains)

Account	8/9/2020 Balance
Bank Accounts	
Friends' GFN	5,804.60
GF National Bank-Cash Checking	26,944.72
GF National CD's-Multi-Year Redemption	75,151.22
TOTAL Bank Accounts	107,900.54
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	147,917.98

2020 Budget to Actual - 2020

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

8/9/2020

Category	Actual	2020 Budget	Difference
INCOME	18,361	85,052	-66,691
Copies-Copier & Computer Printing	58	380	-302
Dividends	0	180	-180
Fines	123	708	-585
Interest Received	0	50	-50
Major Revenue	16,718	83,774	-67,056
Argyle School District	0	62,174	-62,174
Argyle Town	12,000	12,000	0
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	4,718	7,700	-2,982
New York State-SALS	0	1,400	-1,400
Other Inc, Bus	509	0	509
EXPENSES	50,413	85,052	34,639
Donations	0	300	300
Equipment	264	1,400	1,136
Major Library	3,299	4,475	1,176
Books	2,775	3,000	225
Digital Data	524	1,200	676
Subscriptions-Magazines	0	275	275
Membership Fees	0	100	100
Payroll Services	21	225	205
Program Events	373	1,100	727
Special Programs	113	600	487
Summer Prog	260	500	240
Service Charges (SALS)	1,625	2,400	775
Bus. Insurance	0	3,000	3,000
Business Tax	9,943	11,880	1,937
Employee Benefit, Business-Employee ...	50	300	250
Other Employee Benefit, Business-E...	50	300	250
Legal-Prof Fees	0	200	200
Licenses and Permits-License and Per...	0	320	320
Office	288	89	-217
Postage and Delivery	967	850	-117
Printing and Reproduction	248	250	2
Repairs & Maint	3,044	5,163	2,119
Supplies, Bus-Supplies	540	1,050	510
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	28,224	47,700	21,478
Net Difference:	-32,052	0	-32,052

CD List

AFL Certificates of Deposit Glens Falls National Bank

<u>Amount</u>	<u>Issue Date</u>	<u>Maturity Date</u>	<u>Term</u>	<u>Rate</u>	<u>Interest</u>	
\$10,151	20-May-20	19-May-23	36 M	0.50%	\$151.22	Rolled over with interest
\$15,000	20-May-16	20-May-21	60 M	1.00%	\$150.00	
\$25,000	8-Jul-18	8-Jul-21	36M	2.30%	\$575.00	
\$25,000	23-Jul-20	23-Sep-21	14M	2.47%	\$725.93	Rolled over; interest transferred to checking

\$75,151

Director's Report: August 2020

1. General Updates:

-Patron Count since re-open

-Circ stats: Circ by items assigned branch (items from Argyle's collection being checked out at other libraries) 396 items, 453 circs)

Circ by items loaning branch (items from all libraries being checked out at Argyle (506 items, 559 circs)

-Fresh Food Collective – produce has been taken 33 times since we started on 7/21

-Pat has been doing some dusting/cleaning in the library and more shelf reading

-Kindle Fire updates

-Wifi grant update

-Social distance outdoor program

-Moving open sign hooks

-LEAP – not accepting children's books

-Home for Aged Women grant