

Minutes of the Argyle Free Library Board of Trustees

October 19, 2020

The meeting was called to order at 6:33 PM by Martha Johnson, President. The meeting was changed from Monday, October 12 to Monday October 19 due to lack of a quorum.

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

Carol Kuhr, President of the Friends of the Library, Faith St. John, Library Director, and John Felicetti also attended.

Minutes of Last Meeting:

Minutes of our September meeting were reviewed. Joanne motioned to approve them with one typo correction, Donna seconded, and the vote was unanimous.

Board Calendar:

We reviewed the board calendar for upcoming tasks. Jill and Faith will meet Wednesday to start working on the 2021 budget. Jill has talked with Jordan, and he will do the snow removal again this year. John Felicetti will draft the annual fundraising letter and email it to the board members.

Treasurer's Report:

The treasurer reports are included in Attachment 2 to these minutes. Jill received the library tax monies from the school and deposited in the bank. The board members approved the bills she submitted.

Library Director Report: See Attachment 3 for the complete Library Director's report.

Faith reported that her SALS training is almost complete. She created an Instagram account for the library and did her first post to it, and has already received some views. Faith did some updates to the web site and some Facebook posts. She reported that we did receive some grant money from the Home for Aged Women. It wasn't the full amount we requested (\$5,000), but is for \$2100. The list of things to purchase with the grant money was prioritized, so it is clear what to buy. Faith is working on a new grant application for "community conversations". This would be for \$3,000 and the application is due in December.

Faith suggested creating a PayPal account for the library, to make it easier for people to make donations. The cost for a PayPal account is 2.2% for each donation, and \$0.30 per transaction.

Committee Reports

- **Friends of the Library:** Carol requested approval for \$57.65 for the costs associated with the reception to welcome Faith as our new Library Director. Jill made this motion, Julie seconded it, and it was unanimously approved. Carol also requested approval of up to \$400 for a memorial plaque. Donna made this motion, Joanne seconded it, and the motion passed unanimously. The Friends are also looking into the cost of a plaque for the Children's Room to honor Bob and Carolee Webster. Faith, Carol, and Joanne met to review the bylaws and MOU. Some modifications were made to both the Library bylaws and the Friends' bylaws, and to the MOU between the Friends and the Board. Jill motioned to approve these changes to the Friends documents, Julie seconded the motion, and it passed unanimously. Donna motioned to approve the changes to the Board's bylaws, Jill seconded, and the motion passed unanimously.
- **Building/Maintenance Committee:** Joel from McDonald Oil told Joanne that a vented door is probably not necessary for the furnace room, and that if additional ventilation is needed, a dryer-type vent would be adequate. Faith questioned how we would know if there was a problem, and said she would contact the fire department about a carbon monoxide detector, as well as newer fire detectors. There was a discussion about putting up an outside bulletin board. A decision was made to try using our sandwich board instead and see how that works.
- **Library Centennial Committee:** The committee met last Monday and discussed several ideas. We agreed that, due to COVID-19, we shouldn't have any events such as concerts. Freya is getting an estimate for the cost of the time capsule. Faith has talked with the school about a poster contest and a design to be used on bookmarks and library cards. The Friends have discussed donating about \$400 towards the cost of centennial expenses, but have not yet met to finalize this. Jill suggested that we could use money that, due to COVID, was not spent on library programs to help cover these expenses. This unspent program money is about \$680. The committee will come back to the board for final approval when they have a better understanding of the costs. All three Kindles that Adah bought may be used as prizes for Centennial events, due to their lack of use in other area libraries.

Old Business

- **Library Fines:** SALS said they are not charging any fines. It is up to individual libraries whether they want to charge fines. The board will re-visit this after Jill and Faith do their initial budget work.
- **Resuming Pre-COVID Hours:** The library is currently open 15 hours/week, instead of the required pre-COVID 25 hours/week. We are currently very thin on staff, so adding another library clerk and expanding our hours will give us some options if a staff member is unable to work. The minimum wage will be \$12.50/hour starting January 1. We agreed to hire someone for 10 hours/week at \$13/hour. Faith will post the opening and start to interview candidates.

- **Cossayuna Wi-Fi:** The Board requested that the name of the wi-fi station be ‘Rural Library Wi-Fi’. Julie will check out the Crandall Library’s terms and conditions for their wi-fi, and include something similar for this one. Once the wi-fi is up and running at the firehouse, we will contact the press to ensure that people know it is available for use.

New Business:

- **Programming – if/when:** Faith is not ready to start in-person programs yet. The library is limited to a maximum of 10 people at this time.
- **Movie License Renewal:** The movie license has expired, and all agreed there is no point to renewing it at this time.
- **Digital Gateway for Donations:** see the above discussion in the Library Director’s report
- **Minimum Standards:** After reviewing, we already meet the SALS and state minimum standards for libraries of our size.

Action Item Review: We agreed to postpone the action item review until our next meeting.

Other Business:

- **Homework Assignment:** We discussed pages 62-64 of the Handbook for Library Trustees, which addresses access to library services for all members of the community. Faith will check with Crandall to see what they do for homebound folks. We do have audiobooks for those with dyslexia, vision issues, or other issues that would discourage people from reading printed materials.

The next meeting will be November 9 at 6:30PM.

The meeting was adjourned at 8:35 PM, per a motion made by Joanne, seconded by Donna, and unanimously agreed to by the Board.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Faith	10/19/20: check with Crandall to see what they do to provide materials to homebound people	
Julie	10/19/20: check out Crandall Library’s wi-fi policy and adapt it for the Cossayuna wi-fi	

Action Items		
Person Responsible	Task	Status / Notes
Board members, Faith	10/19/20: decide whether or not to re-start library fines	
Jim	10/19/20: replace furnace room door and threshold in the spring 2021 7/13/20: get an estimate for the cost of an insulated door for the furnace room	
Faith	10/19/20: Contact fire department about carbon monoxide detector and new smoke detectors.	11/6/20: fire department came; replaced the old smoke detectors, found we already had a carbon monoxide detector, and re-located the fire extinguisher
Julie	10/19/20: merge Joanne & Carol's changes to the bylaws	11/8/20: emailed them for review to ensure all changes were incorporated correctly
Joanne	9/14/20: think about what we could do as a library memorial to Sue	
Julie	9/14/20: check with SALS re resuming normal library operating hours	9/16/20: talked with Sarah Dallas; she said it's recommended we have a Team A & B approach to ensure someone is still available in the event of COVID19 exposure
Jill	9/14/20: get more info regarding employee benefits – costs, cost sharing, etc.	
Jim	9/14/20: replace rotting fence posts in the back fence in Spring 2021	
Carol, Joanne	9/14/20: review the MOA and both the board and FOL bylaws for any necessary updates	10/11/20: Joanne sent out proposed Board bylaw updates 10/9: Carol sent out FOL updates
Julie	9/13/20: send Faith the final July minutes, the draft August minutes, and the amended Behavior Policy to post on the website	10/11/20: done, plus the Discrimination & Harassment policy
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	9/14/20: Jim doesn't have them
Joanne	8/13/20: check with the town about sexual harassment training	9/14/20: town told Joanne that was a low priority for now; she will check back with them in a couple of months
Joanne	7/13/20: check with McDonald's to see if the furnace room requires a vented door	9/14/20: no word yet from McDonald's, should hear back this week

Action Items		
Person Responsible	Task	Status / Notes
Adah	6/8/20: write grant application to Home for Aged Women for audio & large print books, and assistive technologies	9/14/20: no word yet on if we got the grant 7/14: completed
Faith	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 them 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.
Faith	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
Faith	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

Action Items		
Person Responsible	Task	Status / Notes
Faith, 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 - Faith	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	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
Faith	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
September 14, 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

- Library fines
- Resuming pre-covid hours- current staffing, future staffing
- Cossayuna wifi
- Bylaws- FOL

New Business

- Programming- if/when
- Movie license renewal
- Digital gateway for donations
- Minimum standards

Other Business

- Homework assignment- read pp 62-64 of Handbook for Library Trustees of NYS

Action Items

Date of Next Meeting- November 9

Adjournment

Treasurer's Report October 2020

Account Balances - As of 10/7/2020 (Includes unrealized gains)

Account	10/7/2020 Balance
Bank Accounts	
Friends' GFN	5,804.60
GF National Bank-Cash Checking	22,002.98
GF National CD's-Multi-Year Redemption	75,151.22
TOTAL Bank Accounts	102,958.80
Cash Accounts	
Petty Cash	33.07
TOTAL Cash Accounts	33.07
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	142,991.87

2020 Budget to Actual - 2020

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

10/7/2020

Category	Actual	2020 Budget	Difference
INCOME	20,725	85,052	-64,327
Copies-Copier & Computer Printing	58	360	-302
Dividends	0	160	-160
Fines	132	708	-576
Interest Received	0	50	-50
Major Revenue	19,484	83,774	-64,290
Argyle School District	0	62,174	-62,174
Argyle Town	12,000	12,000	0
Argyle Village	500	500	0
Donations-Fund Raising & Gifts	6,984	7,700	-716
New York State-SALS	0	1,400	-1,400
Other Inc, Bus	98	0	98
EXPENSES	57,703	85,052	27,349
Donations	54	300	247
Equipment	78	1,400	1,322
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	64	100	36
Payroll Services	21	225	205
Program Events	421	1,100	679
Special Programs	113	600	487
Summer Prog	307	500	193
Service Charges (SALS)	2,030	2,400	370
Bus. Insurance	1,409	3,000	1,591
Business Tax	9,161	11,880	2,719
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	304	69	-235
Postage and Delivery	967	850	-117
Printing and Reproduction	248	250	2
Repairs & Maint	3,112	5,163	2,051
Supplies, Bus-Supplies	559	1,050	491
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	32,399	47,700	15,301
Net Difference:	-36,978	0	-36,978

Director's Report: October 2020

1. Getting Started

1. Busy 1st few weeks!
2. Pat and I are getting on well
 1. Stopping in during her shifts to help with anything she is having trouble with or has questions about. Stay 1-2 hrs.
 2. She likes the new timesheets and schedules
 3. Running reports for her, but she is making the calls and mailing the bills.

1. Training

1. SALS training is all going well

1. Building and Maintenance

1. Cleaning and organizing
 1. Have gone through drawers etc.. Will be an ongoing job to find and reorganize everything
1. Shelf Reading
 1. Read and tidy children's section, Large print, reworked book displays for seasonal books and new books
 2. Plan to implement a "book store" look to encourage more circulation.
2. Possibly update for the circulation desk so we can greet patrons when they come in?

1. Website updates

1. Added new logo and updated color scheme to match
2. Fixed hours etc.
3. SALS update on Friday so can't log in atm, but will update with info Julie gave me

1. Programing

1. Banned Books week was fun!

1. Made our 1st Instagram Post
2. Facebook Activity during that week was good
 1. 164 reached: 24 engagements: 17 shares

1. Goal is more shares.

1. Halloween:

1. Name the witch
 1. Have a few entries.
 2. Hoping to get more kids in and more engagement on FB
1. Spooky Story Week - 5 days of scary stories on YouTube/Facebook
2. Trick or treat seems risky. Not allot of families seem to be doing it this year

1. Thanksgiving

1. Good time of year to solicit donations – Possibly for rug
 2. Cook Book display and possibly a local Agriculture display
1. Instagram/FB campaign for recipes made with locally sourced food

1. COVID

1. Still required to have a virtual component
 2. Staff is being diligent about cleaning
1. My bad cold week showed how precarious the situation is