

Minutes of the Argyle Free Library Board of Trustees

November 9, 2020

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

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

Faith St. John, Library Director, and John Felicetti also attended.

Minutes of Last Meeting:

Minutes of our October meeting were reviewed. Jill motioned to approve them with two minor changes, Donna seconded, and the vote was unanimous.

Board Calendar:

We reviewed the board calendar for upcoming tasks. Julie will check the years for Jill, Phyllis and Donna's terms on the Board to see if there is an error on this info in the board calendar. Jill will check to see what we did for staff bonuses last year.

Treasurer's Report:

The treasurer reports are included in Attachment 2 to these minutes. Jill received \$995 in state funding from SALS, and approximately \$1,040 from donations in memory of Sue McWhorter. The board members approved the bills she submitted.

The IRS sent a notice about not filing the 2019 taxes. Jill has the receipt with the tracking number proving that it was delivered and accepted, but she re-did them and re-filed them today. We discussed next year's budget, and Jill will make those changes and send it out for review in preparation for December's meeting. Jill checked on health insurance costs, and reported that the figures on the flyers she had were the monthly charges. It is up to the employer to determine what percentage would be paid by the employer vs employee.

Library Director Report: See Attachment 3 for the complete Library Director's report. Faith is tracking patrons by adults vs children, and is also tracking the number of computer users. She will send that data to Julie, who will set up charts/graphs in excel that will automatically update as future data is provided. Faith suggested a modification to lower the pass-through, so the librarians can see the door from the check-out desk. Jim will provide a cost estimate for this work. Faith also set up some automatic book ordering, so the library will receive popular authors and genres more quickly. She plans to use the Home for Aged Women grant money to get 'play aways' instead of CDs for the audio books, at an estimated cost of \$600. We discussed what to do if the school closes again due to COVID, and agreed that we will keep normal hours, but change to outside pickup only. We also discussed fees for using

the copier. Faith noted that our charges for using the copier are lower than other libraries. Julie will look at the copier contract for those charges.

Committee Reports

- **Friends of the Library:** N/A
- **Building/Maintenance Committee:** The furnace was starting to act up, so Joel came and fixed it. Joel said that if the furnace is producing carbon monoxide, we will see some soot. The firemen did come, and we have a working carbon monoxide detector. Front Porch Forum had an announcement about some free fence posts and rails. Since we had previously discussed the need to repair our fence, Martha picked them up and they are stored in Julie’s garage. The person who had them was pleased to donate them to the library. Joanne will go to the Violence Prevention workshop, to be held at the firehouse on Thursday at 8:00AM.
- **Library Centennial Committee:** The committee met on October 28 and evaluated the costs associated with the plans we had previously discussed. Joanne motioned to approve \$920 to spend on Centennial events, Jill seconded the motion, and it passed unanimously.

AFL Centennial Expenses

Item	Est. Cost
TOTAL	\$1,320
FOL Contribution	\$400
Board Contribution	\$920
Banner	?
Whiteboard - magnetic, 3'x5'	\$175
Prizes	
High School Poster - Kindle Fire	\$0
Elementary Poster - Kindle Fire	\$0
Grab Bags for 100 Books (list of top 100 books, magnet, pencil/pen??)	?
Library Cards - Initial Expense; discussed charging \$1 each for them, estimated 500 would be sold bringing cost to \$350	\$850
Magnets (500 of them)	\$250
Time Capsule	\$45
Memory/Scrapbook	?

as of 10/28/2020

Old Business

- **Library Fines:** We agreed to collect only replacement fines, but no late fee fines.

- **New Part Time Hire:** Faith and Julie interviewed some candidates for the library clerk position. Once the person is hired and trained, Faith will return the library to our standard 25 hours/week.
- **Furnace/Fencing:** see above Building Committee report.
- **CO Detector:** see above Building Committee report.
- **Fundraising Letter:** Jill will get 1400 copies of the letter printed. Jill normally uses Mailings Made Easy, but they have a sign in their window that, due to COVID, they are now serving commercial customers only, so she will check that out. Faith will check on bulk mailing rates from the company her husband works for. We will stuff envelopes this weekend.
- **Homebound Patrons:** Faith has not yet had the chance to find out what Crandall Library does for homebound patrons
- **Policy Review:** The policies are required to be reviewed at least every five years. Martha and Phyllis have done most of them, but there are still four to be completed. Since Phyllis is not available to continue this with Martha, Joanne agreed to step in for her.

New Business: None

Other Business:

- **Homework Assignment:** We postponed this until our December meeting.

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

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

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

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Faith	11/9/20: check to see if other libraries close the Juneteenth holiday	

Action Items		
Person Responsible	Task	Status / Notes
Julie	11/9/20: check copier contract for their charges to us for copies; send contract to Jill – basis for discussion on rates we should charge patrons for copies	12/9: sent copier contract to Jill
Faith	11/9/20: send John F. a short write-up on the Cossayuna wifi when it's operational so he can do the Cossayuna publicity	
Faith	11/9/20: will re-start the community calendar that the PTSA used to maintain, possibly with an online component	
Julie	11/9/20: check with local GEB folks to see if they're interested in making a short video on puppy raising	11/14: yes, they are interested and willing to do this.
Jim	11/9/20: provide an estimate of how much it will cost to lower the pass-through, per Faith's proposed redesign	
Faith, Julie	11/9/20: Faith to send user data to Julie, who will set up charts/graphs so we can better see the trends	
Julie	11/9/20: bring something to prop up one side of the sandwich board	
Jill	11/9/20: check for what we did for staff's Christmas bonuses last year	
Julie	11/9/20: check to see if the board calendar is in error on the board terms for Jill, Phyllis & Donna	12/9/20: yes, there was an error. Their terms run the standard three years, from Jan 2020-Jan 2023
Faith	10/19/20: check with Crandall to see what they do to provide materials to homebound people	
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

Action Items		
Person Responsible	Task	Status / Notes
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
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.

Action Items		
Person Responsible	Task	Status / Notes
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
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

Action Items		
Person Responsible	Task	Status / Notes
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
November 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
- Library Centennial Committee

Old Business

- Library fines
- New part time hire
- Furnace, fencing
- CO detector
- Fundraising letter- sending it out
- Homebound patrons
- Policy review

New Business

Other Business

- Homework assignment- read pp 65-68 of Handbook for Library Trustees of NYS

Action Items

Date of Next Meeting- December 14

Adjournment

Treasurer's Report November 2020

Account Balances - As of 11/6/2020 (Includes unrealized gains)

Account	11/6/2020 Balance
Bank Accounts	
Friends' GFN	5,746.95
GF National Bank-Cash Checking	81,634.59
GF National CD's-Multi-Year Redemption	75,151.22
TOTAL Bank Accounts	162,532.76
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	202,565.83

2020 Budget to Actual - 2020

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

11/8/2020

Category	Actual	2020 Budget	Difference
INCOME	87,682	85,052	2,630
Copies-Copier & Computer Printing	58	360	-302
Dividends	0	160	-160
Fines	146	708	-562
Interest Received	0	50	-50
Major Revenue	86,428	83,774	2,654
Argyle School District	62,174	62,174	0
Argyle Town	12,000	12,000	0
Argyle Village	500	500	0
Donations-Fund Raising & Gifts	8,659	7,700	959
Grants	2,100	0	2,100
New York State-SALS	995	1,400	-405
Other Inc, Bus	98	0	98
EXPENSES	65,086	85,052	19,966
Donations	54	300	247
Equipment	78	1,400	1,322
Major Library	3,428	4,475	1,047
Books	2,775	3,000	225
Digital Data	653	1,200	547
Subscriptions-Magazines	0	275	275
Membership Fees	64	100	36
Payroll Services	21	225	205
Program Events	478	1,100	622
Special Programs	171	600	429
Summer Prog	307	500	193
Service Charges (SALS)	2,232	2,400	168
Bus. Insurance	1,409	3,000	1,591
Business Tax	13,653	11,880	-1,773
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	1,022	850	-172
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	34,846	47,700	12,854
Net Difference:	22,596	0	22,596

Director's Report: November 2020

1. General Information
 - a. Patron Count for 9/27-11/8 - 220
 - b. Circ Stats 9/27-11/8
 - i. By assigned branch (our items, other branches) 632 items, 740 circulations
 - ii. By loaning branch (loaned from our library) 381 items, 429 circulations
 - iii. Our Items loaned: 251 items, 311 circulation
 - c. Produce: Will continue indefinitely. People more open to taking food.
 - d. Computer Use 9/27-11/8: 26 Individual Uses

2. Building and maintenance:
 - a. Furnace was turning off. Would come back with reset button. Called McDonald and they came out once but were unable to find the issue. Called again the next time it happened and they seem to have fixed it.
 - b. New Sci-Fi Section and cleaned out un-catalogued romance paperbacks.
 - c. New front desk design. When Jim is up and about, should we get an estimate?

3. Collection:
 - a. New books and movies coming in regularly again
 - i. Baker and Taylor had us on "hold" so I had to clarify that yes, the books I order should be sent to us.
 - ii. Signing up for automatic ordering of new books by authors we regularly purchase to avoid long waits for backordered books.
 - b. Audiobooks
 - i. Plan to buy some pre-loaded audiobook pods that would not require patrons to have a cd player.
 - ii. These are more expensive, but have benefits such as durability, mobility, and more access.

4. Programing
 - a. Monday Story time has been well received
 - i. Several patrons have mentioned it when coming in
 - b. Thanksgiving - Agricultural Week
 - i. Week before Thanksgiving I plan to post a local farmers information, a book recommendation, and a recipe.
 - ii. Can we display flyers for the farms that participate? Is it OK for Martha to participate?
 - c. Community Calendar
 - i. PTSA used to do it. Say it was very popular but they couldn't keep up with it.
 - ii. Public calendar (new white board) for events etc.. Possibly an online component.
 - d. CILC Virtual Programing (center for interactive learning)
 - i. Educational programs for kids and adults that we can offer via Zoom.
 - ii. Some free, some charge

5. Social Media
 - a. Instagram
 - i. Started with 7 followers, now have 36
 - b. Facebook
 - i. First Story time video was watched 15 times and shared 5.
 - ii. Joined with the Schuylerville Library in their book recommendations and animal rescue project.
 1. We will send a book recommendation and a photo of one of the Lucky Puppy dogs (Argyle) and they will create and post a video.
6. Grants
 - a. WIFI Grant
 - i. We received clarification on what is required if we keep the equipment. Nancy is looking at whether it would be an improvement on our current system.
 - ii. Waiting on final installation to do publicity for the Cossayuna WIFI
 - b. Having the new clerk should give me a bit more time to search for grants etc...
7. Hiring/Staff:
 - a. Interviewed several people on Friday & Monday
 - b. Evette Linendoll – Seems very capable and happy to have a low stress and undemanding job as she finishes her degree and finds herself.
 - c. We will extend our hours as soon as she is trained. 2 weeks?
8. COVID:
 - a. As numbers rise again, are we still closing in accordance with the school?
 - b. Will we offer curbside pickup if we close?
 - c. Will we pay our employees if we close?
9. Misc:
 - a. Our copier fees are lower than average, do you think we should raise them?
 - i. My opinion is that people pay extra anyway, but I wanted to bring it up.
 - b. Juneteenth Holiday. Should we be closed?