

Minutes of the Argyle Free Library Board of Trustees

March 8, 2021

The meeting was called to order at 6:34 PM by Martha Johnson, President. This was a zoom meeting.

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

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

Minutes of Last Meeting:

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

Board Calendar:

We reviewed the board calendar for upcoming tasks. The Annual Library Trustees Meeting will be held virtually this year.

Treasurer's Report:

The treasurer reports are included in Attachment 2 to these minutes. Jill reported that she received the town's annual \$12,000 towards the library's expenses. She also received \$3,000 from the grant that Faith received for "Libraries Transforming Communities". Per the terms of the grant, Faith will complete the required course by June, and will hold a public meeting by July. Board members approved all bills submitted by Jill for payment. The library's current investment policy is a conservative one, with all reserve funds held in Certificates of Deposit. When possible, these CD's should be staggered to mature at different times. Julie motioned to continue this policy, Jill seconded the motion, and it was unanimously approved. The budget approved by the Board in December included a 2% spending increase over last year. Jill will send a letter with the budget request to the ACS Business Manager, Ron Black.

Library Director Report:

See Attachment 3 for the complete Library Director's report. Faith reported the circulation numbers for the month. She reported that the library had 81 sessions using the wi-fi in February, and the Cossayuna wi-fi had 65 sessions.

While the library is closed to patrons, Faith and the staff have been painting. The fiction section painting is done, and books are being moved back into place. They are now working on refreshing the beige paint and the baseboards. Faith added a new section for reference and local history books. She also set up a 'no touch' checkout for patrons who prefer that when the library re-opens. Herb Cary came by and talked with Faith about changes to the circulation area. He will send her an estimate for the changes.

Faith is starting planning for the summer children's program. She's also working with the Cornell Cooperative Extension on some children's programs starting this month.

Committee Reports

- **Friends of the Library:** The annual plant sale is tentatively scheduled for May 15, and will be a topic of discussion for their next meeting in March. There is a webinar scheduled for this week on "Strengthening Communities" and Carol invited any who are interested to join in.
- **Building/Maintenance Committee:** One of the fence posts was knocked down the show removal man. Jill will store that fence post, and we will keep the rails as they are.
- **Library Centennial Committee:** Donna will set up the next committee meeting.

Old Business

- **Re-Opening the Library/New Library Hours:** Faith recommended re-opening the library to patrons after the school's spring break is over, on April 10. We will still follow the COVID guidelines for social distancing, wiping down items, etc. Faith proposed the following new hours for the library, and said the current staff can work these hours and stay within the budget:
 - Sun - closed
 - Mon - 11-5
 - Tues - 3-7
 - Wed - 11-5
 - Thurs - 3-7
 - Fri - 4-7
 - Sat - 10-3

Phyllis made a motion to accept the proposed hours, Joanne seconded, and it was unanimously approved.

- **Annual NYS Report for Association Libraries:** Faith answered several questions from board members about the annual report, and will get back to us on a few other questions. Jill motioned to approve the report with the noted changes and clarifications, Donna seconded the motion, and it was unanimously approved.
- **Letter to Voters re Budget Request:** John offered to draft this letter, with Joanne and Faith's help.

New Business:

- **Library Ceiling:** The ceiling in the old part of the library is starting to fall down. Jim has a plan to temporarily fix it.

Other Business:

- **Five-Year Plan:** We discussed the need to review our goals in the 5-Year Plan and assess how we have/are progressing towards them. Phyllis and Faith volunteered to review the plan and see where we stand.

Action Item Review: See below updates to the action items.

The next meeting will be April 12 at 6:30PM via Zoom.

The meeting was adjourned at 8:14PM, 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
Phyllis, Faith	3/8/21: review where we stand in regards to our 5-Year Plan	
Jim	3/8/21: fix ceiling in old part of library	3/14/21: done – is a temporary fix, as discussed
John F.	3/8/21: Draft letter to the public	3/22/21: incorporated comments and sent final version to board
Faith	3/8/21: Complete the “Libraries Transforming Communities” grant requirements of (1) completing required course by June; and (2) holding a public meeting by July	
Faith	1/11/21: one computer needs to be replaced, so Faith will keep touching base with SALS to see when they’re ready to take our computer order	3/8/21: got updated info from SALS 2/8/21: still waiting to hear from SALS
All	1/11/21: sign Conflict of Interest statements	3/8/21: still need signatures; Julie will collect and file

Action Items		
Person Responsible	Task	Status / Notes
All	1/11/21: sign resolution on records retention	3/8/21: Still need some signatures 2/8/21: Joanne will put in drawer and email board once it's there; all board members must sign; Julie will collect and file once signatures are complete
Julie	12/14/20: follow-up with Carolyn McClellon about old yearbooks and photos for the centennial memory book	
Centennial Comm	12/14/21: review material found in attic to see if/how it can be used in centennial events and displays & record retention requirements	3/8/21: found some interesting things, will have another session soon 2/8/21: Faith, Joanne & Donna will look at it the week of 2/15
Faith	12/14/20: get quotes from licensed contractors for remodeling the pass-through, as it will involve moving electric and phone lines.	3/8/21: talked with Herb Cary, waiting on a quote from him 2/8/21: Faith has contacted some contractors, but no response back; Julie will give Faith the contact info for the contractor who did the bathroom
Faith	11/9/20: check to see if other libraries close for the Juneteenth holiday	
Faith	11/9/20: will re-start the community calendar that the PTSA used to maintain, possibly with an online component	1/11/21: on pause due to COVID
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	1/11/21: will wait until library re-opens
Julie	11/9/20: bring something to prop up one side of the sandwich board	
Faith	10/19/20: check with Crandall to see what they do to provide materials to homebound people	1/11/21: on pause due to COVID
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	

Action Items		
Person Responsible	Task	Status / Notes
Joanne, Faith	9/14/20: think about what we could do as a library memorial to Sue	3/8/21: instead of iron bench, look at something for the children's section – maybe a desk/workstation for a kids's computer 2/8/21: maybe a wrought iron bench? Joanne will contact Mark's Ironworks on Rt 40
Jim	9/14/20: replace rotting fence posts in the back fence in Spring 2021	
Faith	8/13/20: contact Lily Loveday re re-scheduling an outdoor dance program	1/11/21: have e-mailed, waiting for warmer weather
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.
Martha	11/11/19: send Nancy Amo a thank you note; review Nancy's notes and our policies for recommended changes	3/8/21: Martha is almost done with policy changes to reflect Nancy's recommendation; she'll send out an update next week 1/11/21: Martha did send thank you note; still working on policy updates 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

Action Items		
Person Responsible	Task	Status / Notes
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
March 8, 2021

Call to Order

Minutes of Last Meeting

Board Calendar

Treasurer's Report

- Annual Report
- Approve library's investment policy for each class of investment
- Review library budget request to be included on ballot with school budget vote. Send letter to ACS Business Manager.

Director's Report

Committee Reports

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

Old Business

- Re-opening library
- New library hours
- Review and approve annual NYS Report for Association Libraries
- Letter to voters re budget request

New Business

- Library Ceiling

Other Business

Action Items

Date of Next Meeting- April 12

Adjournment

Treasurer's Report March 2021

Account Balances - As of 3/4/2021 (Includes unrealized gains)

Account	3/4/2021 Balance
Bank Accounts	
Friends' GFN	5,821.95
GF National Bank-Cash Checking	86,079.00
GF National CD's-Multi-Year Redemption	75,151.22
TOTAL Bank Accounts	167,052.17
 Cash Accounts	
Petty Cash	15.95
TOTAL Cash Accounts	15.95
 Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	207,068.12

Account Balances - As of 12/31/2020

(Includes unrealized gains)

3/7/2021

Account	12/30/2018 Balance	12/31/2018 Balance	12/31/2019 Balance	12/31/2020 Balance
Bank Accounts				
Friends' GFN	4,490.05	4,490.05	5,779.60	5,746.95
GF National Bank-Cash Checking	57,208.64	57,208.64	59,015.26	79,107.89
GF National CD's-Multi-Year Redemption	60,000.00	60,000.00	75,000.00	75,151.22
TOTAL Bank Accounts	121,698.69	121,698.69	139,794.86	160,006.06
Cash Accounts				
Petty Cash	117.17	117.17	23.65	15.95
TOTAL Cash Accounts	117.17	117.17	23.65	15.95
Asset Accounts				
Library Bldg	40,000.00	40,000.00	40,000.00	40,000.00
TOTAL Asset Accounts	40,000.00	40,000.00	40,000.00	40,000.00
OVERALL TOTAL	161,815.86	161,815.86	179,818.51	200,022.01

**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

2021 Budget to Actual - Current Year

1/1/2021 through 12/31/2021 Using 2021 Budget

3/4/2021

Category	Actual	2021 Budget	Difference
INCOME	19,156	84,683	-65,527
Copies-Copier & Computer Printing	0	120	-120
Dividends	0	160	-160
Fines	11	0	11
Interest Received	0	1,300	-1,300
Major Revenue	19,145	83,103	-63,958
Argyle School District	0	63,417	-63,417
Argyle Town	12,000	12,000	0
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	4,145	6,191	-2,046
Grants	3,000	0	3,000
New York State-SALS	0	995	-995
EXPENSES	12,110	84,683	72,573
Donations	100	300	200
Equipment	0	1,400	1,400
Major Library	1,055	4,475	3,420
Books	1,013	3,000	1,987
Digital Data	0	1,200	1,200
Subscriptions-Magazines	42	275	233
Membership Fees	0	164	164
Payroll Services	59	225	166
Program Events	150	1,100	950
Special Programs	150	600	450
Summer Prog	0	500	500
Service Charges (SALS)	202	2,400	2,198
Bus. Insurance	371	3,000	2,629
Business Tax	1,790	12,380	10,590
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	6	96	90
Postage and Delivery	517	1,145	628
Printing and Reproduction	206	250	44
Repairs & Maint	646	5,163	4,517
Supplies, Bus-Supplies	93	780	687
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	1,270	3,870	2,600
Electrical Service	0	1,600	1,600
Heating Oil	600	1,600	1,000
Telephone	670	670	0
Wages	5,646	46,615	40,969
Net Difference:	7,046	-0	7,046

Director's Report: March 2021

1. General Information

- a. Patron Count for Feb 2021: 87
- b. AFL Circ Stats Feb 2021:
 - i. Audiobooks - 6
 - ii. Book - 210
 - iii. Childrens Book - 113
 - iv. Childrens Video - 15
 - v. eContent - 167
 - vi. Magazine - 6
 - vii. Music - 3
 - viii. Video - 66
 1. Total 587
- c. ILL Stats Feb 2021:
 1. Received - 247
 2. Sent - 141
- d. Produce Patrons: Feb - 0
- e. Computer Use: Febr - 0
- f. GALE Usage: Feb - 113 Sessions
- g. WIFI use:
 - i. Library: 81 uses
 - ii. Cossayuna: 65 uses

2. Building and Maintenance

- a. Painting:
 - i. Fiction section is done. Books are being moved back into place.
 - ii. Moving on to refreshing the beige/ doing the baseboards.
- b. Herb Connolly came by to look at the circulation area and will give us a quote.
- c. "No touch" check out set up
- d. New paperback rack from Granville.
- e. New reference/local history section.
- f. Will need to replace the 2 older computers in July.
 - i. I would like to move one of the computers to the kid's section but will need to find a mini desk.

1. Collection

- a. New books came in from B&T. Shipping is picking up.

3. Programing

- a. Take and Makes
 - i. Spoke with Cathy at the Cornell Cooperative Extension
 1. Regular project distribution from them.
 2. 1st project is felt soap balls, have been distributing already this month.
- b. Summer reading program
 - i. Ordered posters etc.. Will attend the planning meeting with SALS to learn more ways to encourage participation. Will need to purchase prizes, but will wait to gauge interest first.
- c. Kindergarten Roundup
 - i. Spoke with Betty Reynolds about our contribution. Have what we need upstairs etc..

4. Grants

- a. Working with Allison Wilshire at The Stiles house on that.

5. Staff/Hours

- a. New hours can be covered by current staff with no addition needed.