

# Minutes of the Argyle Free Library Board of Trustees

June 14, 2021

The meeting was called to order at 6:30 PM by Martha Johnson, President. This was an in-person meeting.

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

Faith St. John, Library Director, also attended.

## **Minutes of Last Meeting:**

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

## **Board Calendar:**

We discussed the Home for Aged Women Grant. Jim has already installed the air conditioners.

## **Treasurer's Report:**

A CD was rolled over in May for \$15,000 plus the interest. The new rate is down one half of a percent. Jill will try to find a better rate in September when the \$25,000 CD is due.

## **Library Director Report:**

See Attachment 3 for the complete Library Director's report. Statistics were good for the month. It's noteworthy that circulation numbers went up. Comfort Foods donated seven very nice cook books.

Faith is focusing with staff on the importance of friendliness and they are also working on updating patron records.

Faith plans that the rug will be cleaned on Fair Week and she will get a price for the machine rental and rug shampoo.

Faith discussed using the Home for Aged Women Grant to make the circulation desk more handicap accessible.

Centennial Library Cards are more than paying for themselves as people make a donation in addition to paying \$1 for the card.

The Classic Club books are up on the shelf and available for borrowing.

Julie donated several Great Courses Series, which will be available and featured in September.

The library is using a different book distributor. Ingram Content Group distributes books worldwide.

Libraries Transforming Communities will meet for the first time tomorrow night, June 15 at 6:30 by Zoom.

SALS is encouraging us to apply for a construction grant that would include a lighting update with insulation.

Technology costs: Head phones for all PCs are recommended. The LD's laptop must be replaced as its poor performance is hindering Faith's work efforts. We plan on replacing the PC at the front desk at the end of the year.

Pat's retirement party will be celebrated July 3 when people will be in for the book sale. The sheet cake and three gift certificates will total \$235. Motion was made in favor of these expenditures, seconded and all voted in favor. Fay will get the cake and Jill will get the gift certificates.

Jess will be covering Pat's Tuesdays and Thursdays.

The library has agreed to serve as a meeting place for school clubs.

### **Committee Reports**

- **Friends of the Library:** Although Carol Kuhr was unable to attend this meeting, she did send in a report. The FOL is willing to help with the book sale in July. They made \$282 on Martha's tomatoes that she donated. The plant sale will be this Saturday, June 19 from 10-1 at the Rescue Squad. Jill motioned that we make our usual \$100 donation to the Rescue Squad, Phyllis seconded, all voted in favor.

Tables will be left downstairs because of the upcoming book sale.

- **Building/Maintenance Committee:** Trimming out the upstairs windows was pushed to the cooler weather in the fall. Jim will fix the rail fence but help is needed in removing what appears to be poison oak from the fence area. The board agreed to mull over removing the pine tree out front and be prepared to vote on it next time.
- **Library Centennial Committee:** Will email time and date for next meeting.

### **Old Business:**

- **Finishing Attic:** We will finish sorting papers in the cooler weather.
- **Open Flag:** Flag was purchased and is now in use.

### **New Business:**

- **Trustee Continuing Education:** Three videos will be available online in the last quarter of this year. All will be required to participate.
- **Rug Cleaning:** See above. Additionally, Trustees can loan dehumidifiers if necessary to help the carpet dry.

**Other Business:**

- **Book sale July 3:** Phyllis will call for the leftover books to be picked up. We must be able to say how many boxes of books we have, so we will have to wait until after the sale for Phyllis to call.

Work plan for sale:

July 1, 4 pm- Sort/move books

July 2, 9 am- Finish sorting/moving books

July 3, 9 am -12 pm- Sale (Pat's retirement party running concurrently)

July 4, 1 pm - Clean up as needed

July 5 (or later) - Phyllis will call for leftover books to be picked up

**Action Item Review:** Postponed until next month.

The next meeting will be July 12 at 6:30PM at the library.

The meeting was adjourned at 8:20PM, per a motion made by Donna, seconded by Sandy, and unanimously agreed to by the Board.

Respectfully submitted,

Joanne McDowell, Vice President

Action Items		
Person Responsible	Task	Status / Notes
Joanne/Building Comm.	5/10/21: put wood trim around the attic to help keep rodents out	6/14/21: wait until cooler weather this fall
Board	5/10/21: decide whether to buy a storage shed, and if so, how to pay for it	5/10/21: postponed any decision on this for now 4/12/21: first discussed getting an outdoor shed

Action Items		
Person Responsible	Task	Status / Notes
Faith & Julie	5/10/21: work on employee handbook to minimize redundancies with policies and avoid inconsistencies as they are updated	5/17/21: Julie reviewed Faith's draft and sent comments. More follow-up work is needed, and Faith's draft pointed out areas where our current policies are lacking.
Joanne	5/10/21: get locking file cabinet for Faith to use for personnel and other confidential info	6/14/21: Joanne will check at garage sales. Also HD stapler.
Faith	5/10/21: get estimates from SALS for replacements for her laptop and one of the public computers	
Faith	5/10/21: check with patrons to see if there is enough interest for the board to buy museum passes next year	
Faith	5/10/21: get an estimate to clean/shampoo the carpet	
Martha	4/12/21: after Faith finds out what other libraries do, update Financial Policy to reflect decision on handling receipts for petty cash transactions	
Faith	4/12/21: check what other small libraries do about petty cash – use a cash register, paper receipts, or what	
Faith	4/12/21: update the library website with current info on centennial events & products (library cards, magnets, ...)	
Faith	4/12/21: check with SALS about getting a NYS Construction grant for redoing the front desk area, replacing the ceiling, maybe replace the old florescent lights, then redoing the floors.	
Joanne	4/12/21: get estimates for replacing the furnace room door and its threshold; cleaning out the eaves	
Faith	4/12/21: order new LD laptop from SALS as part of their July bulk computer buy	
Jill, Faith	4/12/21: verify that the book purchase orders match the invoices, and that we're getting the appropriate discount from Baker & Taylor	
Finance Committee – Joanne, Julie, Donna	4/12/21: do annual financial records review	
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

Action Items		
Person Responsible	Task	Status / Notes
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	6/14/21: Faith has completed the courses, and will hold a public (zoom) meeting on 6/15/21
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
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
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  
June 14, 2021

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 sale and FOL
- Tomato plant sale

New Business

- Vote on FOL summer reading program prizes expenditure
- Pat's retirement party
- Home for Aged Women grant

Other Business

Action Items

Date of Next Meeting- July 12

Adjournment



## Treasurer's Report June 2021

### Account Balances - As of 6/11/2021

(Includes unrealized gains)

Account	6/11/2021 Balance
<b>Bank Accounts</b>	
Friends' GFN	4,487.58
GF National Bank-Cash Checking	64,858.17
GF National CD's-Multi-Year Redemption	75,189.62
<b>TOTAL Bank Accounts</b>	<b>144,535.37</b>
<b>Cash Accounts</b>	
Petty Cash	9.45
<b>TOTAL Cash Accounts</b>	<b>9.45</b>
<b>Asset Accounts</b>	
Library Bldg	40,000.00
<b>TOTAL Asset Accounts</b>	<b>40,000.00</b>
<b>OVERALL TOTAL</b>	<b>184,544.82</b>

## 2021 Budget to Actual - Current Year

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

6/11/2021

Category	Actual	2021 Budget	Difference
<b>INCOME</b>	<b>22,359</b>	<b>84,683</b>	<b>-62,323</b>
Copies-Copier & Computer Printing	0	120	-120
Dividends	235	160	75
Fines	11	0	11
Interest Received	0	1,300	-1,300
<b>Major Revenue</b>	<b>21,243</b>	<b>83,103</b>	<b>-61,860</b>
Argyle School District	0	63,417	-63,417
Argyle Town	12,000	12,000	0
Argyle Village	0	500	-500
Donations-Fund Raising & Gifts	5,993	6,191	-198
Grants	3,000	0	3,000
New York State-SALS	250	995	-745
Other Inc, Bus	870	0	870
<b>EXPENSES</b>	<b>37,875</b>	<b>84,683</b>	<b>46,808</b>
Donations	100	300	200
Equipment	531	1,400	869
<b>Major Library</b>	<b>6,339</b>	<b>4,475</b>	<b>-1,864</b>
Books	5,094	3,000	-2,094
Digital Data	1,203	1,200	-3
Subscriptions-Magazines	42	275	233
Membership Fees	0	164	164
Payroll Services	59	225	166
<b>Program Events</b>	<b>791</b>	<b>1,100</b>	<b>309</b>
Special Programs	694	600	-94
Summer Prog	96	500	404
Service Charges (SALS)	792	2,400	1,608
Bus. Insurance	374	3,000	2,626
Business Tax	5,783	12,380	6,597
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	33	96	63
Postage and Delivery	895	1,145	250
Printing and Reproduction	986	250	-736
Repairs & Maint	2,308	5,163	2,855
Supplies, Bus-Supplies	642	780	138
Travel, Bus-Business Travel Expense	0	500	500
<b>Utilities, Bus</b>	<b>3,028</b>	<b>3,870</b>	<b>842</b>
Electrical Service	1,200	1,600	400
Heating Oil	1,158	1,600	442
Telephone	670	670	0
Wages	15,164	46,615	31,451
<b>Net Difference:</b>	<b>-15,516</b>	<b>0</b>	<b>-15,516</b>

## Director's Report: June 2021

1. News & Updates
  - a. Food to Libraries
    - i. 98 people took food in May!!!!
    - ii. Food to libraries donated 7 beautiful cookbooks.
2. Organizational Goals
  - a. We worked on "Create a welcoming environment" this month.
    - i. One observation was that being a librarian is a lot like being a bartender
    - ii. We are working on updating patron records to reflect their contact preferences.
3. Building and maintenance
  - a. Will plan a day in August for carpet cleaning. Possibly during fair week so we have less traffic if it doesn't dry quickly
  - b. Plan for circulation desk taking shape, new handicap/elderly friendly design.
4. Financials:
  - a. So far, the library cards are more than paying for themselves. Averaging \$.70 profit per card.
5. Collection
  - a. Classics Club:
    - i. Books are on the shelf!
    - ii. Plan to make a "I read all the classics at the Argyle Library" Classics club decal as a prize. Lower cost and can be put on a car or water bottle etc.
  - b. Julie donated several Great Courses audio books to boost our Non-Fiction audiobook collection.
  - c. Establishing an account with a new distributor as Baker & Taylor continues to be slow.
6. Programing
  - a. Summer Programs:
    - i. Program Proposal Forms to share
    - ii. Flyers and posters to share
      1. School will print flyers and they will be included in the report cards for K-6
7. Grants
  - a. LTC: Community conversation tomorrow night.
  - b. HAW: Got the paperwork for this year's grant. May be able to use for circulation desk upgrade.
  - c. Construction Grant : Diane thinks we have a good chance using the lighting update and increased insulation efficiency as our hook.
8. Tech
  - a. Costs as of April 2021 for replacing hardware:
    - i. Laptop: \$1083.00: Need replacing.
    - ii. Front Desk PC: \$770.00: Due to replace by end of year but still running fine.
    - iii. Public PCs: \$780.00: 2 Due to replace ASAP but still running fine.
    - iv. Would like to purchase adult Headphones for PCs
9. Staff & Volunteers
  - a. Pat's retirement
    - i. Party is on July 3<sup>rd</sup>. Sandy and Julie volunteered to plan with Fay Grahams assistance.
    - ii. Pat will continue to host the Tuesday Scrabble game as a volunteer.
  - b. Jess is now working the Tuesday and Thursday evening hours.

- c. New staff communication system for sharing info and Q/A working great.
- d. Julie and I are working on the Employee handbook and time off policy.

10. Outreach/Education

- a. Spoke with Jen Barber and Alison Winter from the school about being a meeting place for school clubs over the summer and after as needed.
  - i. Peace Club: LGBTQI club
  - ii. Creative Writing Club
  - iii. Poetry Club

Data Analysis	2021				
	Jan	Feb	Mar	April	May
<b>Patron Count</b>					
Kids	-	-	-	51	54
Adults	91	87	90	123	203
Total:	91	87	90	174	257
<b>Item Circulation Statistics</b>					
Audiobooks	6	6	5	8	16
Adult Book	179	198	201	269	319
Adult New Books	9	13	20	23	25
Childrens Book	126	112	171	197	220
Childrens New Books	4	1	5	9	21
Childrens Video	5	13	10	13	9
Childrens New Video	2	2	-	2	3
Magazine	-	6	0	14	15
Music	8	3	7	2	5
Video	71	61	71	60	70
New Video	4	5	3	9	17
Total:	414	420	493	606	720
<b>Interlibrary Loan</b>					
Received	-	-	206	209	177
Percentage (estimate)			42%	34%	25%
<b>Computer Use</b>	0	0	0	10	20
<b>GALE Usage (sessions)</b>	-	113	128	175	227
<b>Overdrive Usage (check outs)</b>	-	183	219	181	171
<b>WIFI usage</b>					
Library (Users)	84	81	109	122	97
Cossayuna (Users)	28	65	26	30	78
Total:	112	146	135	152	175