

# Minutes of the Argyle Free Library Board of Trustees

July 12, 2021

The meeting was called to order at 6:31 PM by Martha Johnson, President. This was an in-person meeting.

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

Faith St. John, Library Director, and Carol Kuhr, Chair of the Friends of the Library, and John Felicetti and Karen Mattison, interested citizens also attended.

## **Minutes of Last Meeting:**

Minutes of our June meeting were reviewed. Sandy motioned to approve them with a minor change, Phyllis seconded, and the vote was unanimous.

## **Board Calendar:**

Faith submitted the grant application to the Home for Aged Women. Julie will check past meeting minutes to verify how often the board planned to have the septic pipes cleaned and checked with a camera for further degradation. Any board member inputs to Faith's annual review need to be given to Phyllis and Jill by mid-August.

## **Treasurer's Report:**

Jill was not able to attend this month's meeting, but she did send in the monthly financial reports. In response to previous questions, Faith reported that Baker & Taylor bill when they ship the books, not when they are ordered. Faith and Jill did review the money received from the Home for Aged Women grant and the FOL monies. That income is not included in the budgeted numbers. Karen knows how to use Quicken to track grant and other monies separately from the other budget money. Faith will set up a meeting between Jill and Karen to explain this. The board approved the monthly bills.

## **Library Director Report:**

See Attachment 3 for the complete Library Director's report. There are record numbers of children attending the summer programs – kudos to Faith! Faith got an estimate for the cost of renting a rug shampoo machine and cleaning the carpets. Joanne made a motion to approve up to \$110 for cleaning the carpets, Sandy seconded the motion, and it passed unanimously. We made \$166 from the July 4 book sale. SALS has no information yet on when they will be able to purchase new computers for the library.

Faith is getting estimates for the work to be submitted in the grant for the NYS Library Construction Grant program. Carol will have more information on the details of that grant after August 17. Once more information is available, Faith will review whether or not it makes sense to submit an application.

All board members will need to complete the annual Sexual Harassment training, either online or in-person. Faith will check with the ACS guidance counselor to see what they provide for career information, and whether it would be redundant for the library to plan career information sessions.

### **Committee Reports**

- **Friends of the Library:** Carol reported that their plant sale netted \$709. FOL members helped with the library's July 4 book sale. Their next meeting will be held in September.
- **Building/Maintenance Committee:** Jim worked on the fences in the back. He recommended that the tree in the front side yard be taken down before it becomes a big problem. He estimated that it would cost about \$200 to remove it now, more if we wait a few years. After some discussion, we agreed to keep the tree for now, and re-look at the question next year.
- **Library Centennial Committee:** We discussed whether to have a celebration with food (cake, ice cream), and decided to do it. We will plan this party during the town's Thistle Day celebration in mid-September. Faith mentioned that Jess does cake decorating and would probably be happy to make the centennial cake. Actions that have been completed to mark the library's 100 years in service include:
  - New library cards
  - Kindle Fire giveaway to the person who first read 100 books this year
  - Bought a whiteboard to post information about the history of the library
  - Designed and bought banner to display out front
  - Poster contest - only received two entries
  - Faith repainted and reorganized the library, giving it a fresh new look which many patrons have commented on (this was her own initiative, not part of the Centennial Committee planned activities)

### **Old Business:**

- **Home for Aged Women Grant:** see Board Calendar above.
- **Handbook for Library Trustees of NYS – Webinars:** The details for these webinars are still being worked out. Martha will let us know when there is more info available.
- **Tree in Front Side Yard:** See above Building Committee discussion.
- **Policy Review:** Three policies are ready for remaining for revision and review – Conflict of Interest, Open Meetings, Records Retention.

### **New Business:**

- **Emergency Connectivity Fund:** See the Library Director's report in Attachment 3.

- **New NYS Laws Relating to Libraries:** Martha sent the following summary of the current status of new or proposed laws relating to libraries.



## Policy Initiatives

*Updated July 1, 2021*

**Streamline & Modernize Library Program Requirements**  
**S6511 (Ryan) / A7021 (Jean-Pierre)**  
*Status: Passed Senate & Assembly.*  
*Awaiting delivery to Governor.*

These technical amendments replace outdated provisions with new language to consolidate and modernize programs and streamline planning and reporting requirements to improve efficiency.

**Training for Library Trustees**  
**S4435B (May) / A6121B (Jean-Pierre)**  
*Status: Passed Senate & Assembly.*  
*Awaiting delivery to Governor.*

If enacted, this bill would ensure that those choosing to serve their libraries as a trustee have comprehensive training, reflective of their communities, each year.

**Increased Access to the Library Construction Program**  
**S5753A (Ryan) / A7060A (Jean-Pierre)**  
*Status: Passed Senate & Assembly.*  
*Awaiting delivery to Governor.*

If signed by the Governor, this bill would allow library systems, who are responsible for distributing the Program funds to their libraries, greater flexibility.

**Access to E-Books**  
**S2890B (May) / A5837B (Jean-Pierre)**  
*Status: Passed Senate & Assembly.*  
*Awaiting delivery to Governor.*

This bill would require that publishers who offer electronic books to the private market, also extend licenses to libraries within the State, without discrimination.

**Media Literacy in New York State**  
*Status: No action taken in 2021.*  
*Requires sponsorship in upper-house.*

**A6153A (Rosenthal)**  
This bill would require teachers and library media specialists to complete professional development related to media literacy education.

**A6225A (Rosenthal)**  
This legislation would ensure that a school library media specialist is in each elementary, intermediate, middle, junior high and senior high school.

**A6142A (Rosenthal)**  
If passed, the commissioner of education would be required to appoint a media literacy advisory group to study the teaching of media literacy in New York State.

**Media Literacy Curriculum (Pending Introduction)**  
All children deserve a comprehensive education. This proposal would require media literacy as a curriculum in K-12 and establish a certified media specialist as the preferred instructor.

**School Library Facility Modernization**  
**S6053 (Kaplan) / A6339 (Jensen)**  
*Status: No action taken in 2021.*

The current regulation that defines a school library facility has not been updated in over twenty years. This proposal would address the antiquated metrics within NY-CRR 91.1 and insert characteristics associated with a successful, 21st century school library.

**Other Business:** None

**Action Item Review:** See the below Action Item summary

The next meeting will be August 9 at 6:30PM at the library.

The meeting was adjourned at 8:25PM, per a motion made by Sandy, seconded by Joanne, and unanimously agreed to by the Board.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Board, Building Committee	7/12/21: review whether to remove the tree in the front-side yard next year	
Faith	7/12/21: check with school guidance counselor to see what they do for career guidance, and whether it would be helpful for the library to have career information sessions	
Faith	7/12/21: set up meeting with Jill and Karen to better track monies from various sources	
Julie	7/12/21: review past meeting minutes to determine how often the board decided to clean and inspect septic pipes	8/16/21: the August 2019 meeting minutes only stated to do this 'periodically'.
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
Faith & Julie	5/10/21: work on employee handbook to minimize redundancies with policies and avoid inconsistencies as they are updated	7/26/21: met to discuss, reviewed draft, assigned work 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 heavy duty stapler.
Faith	5/10/21: get estimates from SALS for replacements for her laptop and one of the public computers	

Action Items		
Person Responsible	Task	Status / Notes
Faith	4/12/21: update the library website with current info on centennial events & products (library cards, magnets, ...)	7/12/21: will do
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.	7/12/21: working it
Joanne	4/12/21: get estimates for replacing the furnace room door and its threshold; cleaning out the eaves	7/21/21: will do
Faith	4/12/21: order new LD laptop from SALS as part of their July bulk computer buy	7/12/21: will do, as soon as SALS is ready
Finance Committee – Joanne, Julie, Donna	4/12/21: do annual financial records review	7/12/21: Joanne, Julie, Donna need to do
Phyllis, Faith	3/8/21: review where we stand in regards to our 5-Year Plan	7/12/21: working it
Jim	3/8/21: fix ceiling in old part of library	3/14/21: done – is a temporary fix, as discussed
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	7/12/21: did check with SALS, still no info on when computers will be available to 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	
Faith	12/14/20: get quotes from licensed contractors for remodeling the pass-through, as it will involve moving electric and phone lines.	7/12/21: re-thinking what to do about redesign of area 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: will re-start the community calendar that the PTSA used to maintain, possibly with an online component	7/12/21: will re-start later 1/11/21: on pause due to COVID
Faith	10/19/20: check with Crandall to see what they do to provide materials to homebound people	7/12/21: will do 1/11/21: on pause due to COVID

Action Items		
Person Responsible	Task	Status / Notes
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	8/13/20: contact Lily Loveday re re-scheduling an outdoor dance program	7/12/21: waiting for cooler weather 1/11/21: have e-mailed, waiting for warmer weather
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	7/12/21: check with Rosemary to see if still interested in doing this; maybe at American Legion or Presb. Church 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.
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
Faith	7/17/17: check with Joseph Cutshall King re a program on local history	7/12/21: Faith will check with Sue (town historian) on his status or possible alternatives 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.	7/12/21: Faith will take photos 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  
July 12, 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

- Home for Aged Women grant
- Handbook for Library Trustees of NYS- webinars
- Discuss tree in front side yard
- Policy review

New Business

- Emergency Connectivity Fund
- New NYS laws relating to libraries

Other Business

Action Items

Date of Next Meeting- August 9

Adjournment

## Treasurer's Report June 2021

### Account Balances - As of 7/10/2021 (Includes unrealized gains)

Account	7/10/2021 Balance
<b>Bank Accounts</b>	
Friends' GFN	4,997.08
GF National Bank-Cash Checking	59,919.21
GF National CD's-Multi-Year Redemption	75,189.62
<b>TOTAL Bank Accounts</b>	<b>140,105.91</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>180,115.36</b>



## 2021 Budget to Actual - Current Year

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

7/10/2021

Category	Actual	2021 Budget	Difference
<b>INCOME</b>	<b>22,399</b>	<b>84,683</b>	<b>-62,284</b>
Copies-Copier & Computer Printing	0	120	-120
Dividends	235	160	75
Fines	11	0	11
Interest Received	0	1,300	-1,300
Major Revenue	<b>22,153</b>	<b>83,103</b>	<b>-60,950</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	6,903	6,191	712
Grants	3,000	0	3,000
New York State-SALS	250	995	-745
<b>EXPENSES</b>	<b>42,344</b>	<b>84,683</b>	<b>42,339</b>
Donations	200	300	100
Equipment	531	1,400	869
Major Library	<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	64	164	100
Payroll Services	59	225	166
Program Events	<b>1,024</b>	<b>1,100</b>	<b>76</b>
Special Programs	694	600	-94
Summer Prog	330	500	170
Service Charges (SALS)	1,185	2,400	1,215
Bus. Insurance	576	3,000	2,424
Business Tax	5,984	12,380	6,396
Employee Benefit, Business-Employee ...	<b>250</b>	<b>300</b>	<b>50</b>
Other Employee Benefit, Business-E...	50	300	250
Other Employee Benefit, Business-E...	200	0	-200
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	988	250	-738
Repairs & Maint	2,308	5,163	2,855
Supplies, Bus-Supplies	668	780	112
Travel, Bus-Business Travel Expense	0	500	500
Utilities, Bus	<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	18,214	46,615	28,401
<b>Net Difference:</b>	<b>-19,945</b>	<b>0</b>	<b>-19,945</b>

## Director's Report: July 2021

1. News & Updates:
  - a. Summer Reading Program has started!
2. Organizational Goals
  - a. We focused on engaging with young patrons to promote the summer program sign up this month.
    - i. 33 kids have signed up for the summer program.
3. Building and maintenance
  - a. Rug Cleaning:
    - i. \$30-\$35 for rental
    - ii. \$20-\$40 for cleaning solution
    - iii. \$30 for 2 hrs. Work
    - iv. Total between \$80 and \$105
  - b. Circulation desk
    - i. Area does not lend itself to "store bought". Looking into some other options.
4. Financials:
  - a. We made \$166.00 at the book sale.
5. Collection
  - a. New Books are in!! People are very happy and all of the new books have been flying off the shelves.
  - b. Baker & Taylor continues to be slow; I think we will use up our credit there and then be done.
  - c. Ingram sent the books we ordered quickly once the account was fully set up.
6. Programing
  - a. Summer Programs:
    - i. Animal Craft Day went great!! 18 kids and their parents attended (28 total). The crafts were a hit.
    - ii. Our next program is Story Time this Saturday.
    - iii. Carrie Woerner has asked if she can read a story at our story time on the 17<sup>th</sup> and hand out the prizes at the award ceremony.
7. Grants
  - a. LTC: Community conversation went very well! We had 15 people attend and the conversation was very friendly. We have seen some helpful movement already with the village water situation.
  - b. HAW: Due to complications with finding readymade furniture that we can purchase for the circulation desk upgrade, I decided to write this grant for audiobooks to help expand the Playaway collection.
  - c. Construction Grant: Spoke with Diane, she says our lighting/insulation improvements sound great. She said that "correcting subfloor" would be something we could use grant money on, so we may be able to wrap the floor situation into this one. We would have to purchase the actual flooring out of our percentage match. I am starting to get quotes.
  - d. NYS Emergency Connectivity Fund: This is a Bear. The restrictions on both getting the money, and who you can lend equipment to, are arduous. I am going to keep trying to wrap my head around how we can use it, and whether we should, and possibly apply for the second round. I think it could be a good fit for Chromebooks and hot spots.
8. Tech
  - a. I emailed with Dave at JA and due to a PC shortage, they are holding off on ordering until they can be sure they can get the equipment.

<b>Data Analysis</b>		<b>2021</b>					
		<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>
<b>Patron Count</b>							
Kids		-	-	-	51	54	77
Adults		91	87	90	123	203	254
	<b>Total:</b>	91	87	90	174	257	331
<b>Item Circulation Statistics</b>							
Audiobooks		6	6	5	8	16	5
Adult Book		179	198	201	269	319	295
Adult New Books		9	13	20	23	25	40
Childrens Book		126	112	171	197	220	303
Childrens New Books		4	1	5	9	21	21
Childrens Video		5	13	10	13	9	15
Childrens New Video		2	2	-	2	3	3
Magazine		-	6	0	14	15	12
Music		8	3	7	2	5	4
Video		71	61	71	60	70	36
New Video		4	5	3	9	17	13
	<b>Total:</b>	414	420	493	606	720	747
<b>Interlibrary Loan</b>							
Received		-	-	206	209	177	239
Percentage (estimate)				42%	34%	25%	32%
<b>Computer Use</b>		0	0	0	10	20	21
<b>GALE Usage (sessions)</b>		-	113	128	175	227	206
<b>Overdrive Usage (check outs)</b>		-	183	219	181	171	202
<b>WIFI usage</b>							
Library (Users)		84	81	109	122	97	115
Cossayuna (Users)		28	65	26	30	78	22
	<b>Total:</b>	112	146	135	152	175	137