

Argyle Public Library Board of Trustees Minutes 12/15/2025

Call to Order:

Meeting called to order by Jeni Detra at 6:02 p.m.

Roll Call of Members:

Sarah Gallagher, Wyatt Webster, Jeni Detra

Appointments:

N/A

Adoption of Agenda:

Sarah makes motion, seconded by Jeni, motion carried.

Approval of 11/10 Minutes:

Sarah makes motion, Wyatt seconds, motion carried.

Public Communications:

N/A

Village Economic Development Report:

Joe spoke about the purchase of the First National Bank and Trust building, for \$262,500, \$500,000 less than the price of the building. Inspection of the building, and meetings about financing occurred. The existing library space would be used by current village employees, allowing current village employee offices to be ADA accessible. The hope is through fundraising, the principal amount of purchase will be paid down to minimize impact on taxpayers. The purchase will close on January 15, 2026. Joe also mentioned there will be incoming bills for the new building (insurance, utilities, plowing / shoveling, etc).

Friends Report:

Garry mentioned the Friends planning to aggressively campaign for donations to help pay for the new building. Vicki mentioned the Friends working alongside the Argyle Community Parks Foundation for a Murder Mystery at the L.A. Rossing Building, January 25, 2026.

New Building Transition Plan (Memorandum of Understanding):

Garry mentioned the Friends being responsible for the fundraising for the building, whereas the Library Board will be running the library, and not all funds that are raised will necessarily go to the library, since the building will be a shared space (a community centered building). Another memorandum of understanding will be needed for the Village Board as well, regarding how the raised funds are allocated (debt relief, building renovation, etc), if the donations are not specifically ear-marked for a specific cause. It is also planned that any funds which are not specified may be used at the Friends' discretion. The plan is to engage with a professional fund raiser. Garry mentioned the idea of an open-house for the new building, possibly a few, to help with fundraising. Sarah makes the motion to table this topic for now, Wyatt seconds, motion carried.

2025 Budget:

Sarah presented a library expense projection, mentioning it currently being in the negative by \$729.24, and the telephone expense being discounted if pre-purchased for a year, which will help next year's budget. Michelle mentioned the library being closed for a snow day, and future holiday closures possibly helping lower expenses. Sarah suggested pulling from the LGIP account to help with the deficit. Sarah makes the motion for the overage to be pulled from the LGIP account, up to \$750, Jeni seconds, motion carried.

2026 Budget:

Michelle presented a 2026 library budget projection. Sarah mentioned the grant, which is listed as \$2,500 is actually \$2,000. Jeni recommended changing the book budget to an even \$3,000, to use the extra \$300 to offset the \$500 from the grant, since fundraising for books is easier than other supplies. Sarah mentioned the employee wages being budgeted for a wage higher than what may be actually offered, starting them lower and bumping them up as time goes on. Sarah mentioned using all of the increased budget will hopefully increase the county reimbursement amount in the future. After an error in the projection was accounted for, the deficit was eventually determined to be less than \$1,000, and hopefully pulling from the LGIP account is not required.

Sarah makes the motion to approve the budget with the updated numbers, and will send out an updated digital file, Jeni motions, motion approved.

Branch Feasibility (2027 Budget):

Sarah makes the motion that at this time we do not need a discussion on becoming a branch, and are not interested in exploring the possibility, Wyatt seconds, motion carried.

Payroll Policy:

Sarah makes the motion to table this topic, Wyatt seconds, motion carried.

Financial Policy:

Sarah makes the motion to table this topic, Jeni seconds, motion carried.

Director Transition:

Sarah asked if discussions of an exit checklist were needed. Jeni mentioned the checklist being completed, everything being transferred, and the process going smoothly.

Posting of the Library Director Job:

N/A

Interim Director Transition Period:

Jeni mentioned Michelle's resignation from the library. Michelle specified the resignation will be effective on January 7th, but until a new director is found, Michelle is willing to work remotely to help Evelyn. Evelyn made a list of the duties she cannot fulfill (Facebook, Website Management, Poster Creation, Bills, Books & Supply Orders, Reports to the Library Board, Summer Reading Program).

Library Director's Report:

Bills and Expense Report:

Michelle presented an expense report, and also requested the Board approve the payment of future books so Mallory could pay it ASAP. Sarah makes a motion to pay the bills for November & December, Wyatt seconds, motion carried.

Michelle mentioned the switch to the Ring system rather than the wired phone, and troubleshooting the Wifi hotspots, since the connection is dropped when a device is connected, hoping to have it resolved this week.

Winter Programming:

Michelle mentioned some future programs that will be easy for Evelyn to set up, specifically an anniversary cake event.

Staff Resignation & Independent Contract:

Michelle presented Nevan's letter of resignation, effective December 29, 2025, and a potential independent contractor position for the board to discuss and approve.

Convene to Closed Session:

Sarah makes the motion to move to closed session at 8:02 p.m, to discuss employment, promotion, compensation, or performance evaluation data of the library staff under the jurisdiction of the Library Board, Wyatt agrees, Jeni agrees.

Reconvene to Open Session:

Jeni makes a motion to leave closed session at 9:14 p.m, Sarah seconds, motion carried.

Action on Closed Session Discussion if Needed:

Sarah makes the motion to formally offer a temporary interim director position to Sarah Kryie, through the end of February 2026, for the agreed upon wage and maximum weekly hours, and the president will create a written offer if needed. We also will offer Nevan the proposed independent contractor position, with the amendment of all events scheduled will be given to Nevan a month before the events occur. Nevan will provide the library a monthly invoice detailing all completed tasks, and the expected pay-date, Jeni seconds, motion carried.

Announcements:

N/A

Adjourn:

Jeni makes a motion to adjourn at 9:28 p.m, Sarah seconds, motion carried.

Next Meeting is January 19, 2026, 6:00 p.m, location will be in new community center building, unless otherwise announced.