

# Minutes of the Argyle Free Library Board of Trustees

## January 8, 2018

The meeting was called to order at 7:02PM by Remus Preda, President.

Members present: Remus Preda, Joanne McDowell, Julie Gann, Jill Hamilton, Martha Johnson and Phyllis Snell. Hannah Stahl, AFL Library Director, also attended.

### Minutes of Last Meeting:

Minutes of our December meeting were reviewed. Jill motioned to approve them with no changes, Martha seconded, and the vote was unanimous.

### Treasurer's Report:

Jill presented the Treasurer's Report (Attachment 2). She discussed the bills. Martha motioned, Joanne seconded, and the Board voted unanimously to prepay the heating oil bill, renew the Library Trustees Association membership, and match last year's donation to the Argyle Fire Department. As we reviewed the details of the report, several action items were assigned to various board members. See the Action Item List at the end of these minutes for details. Jill also reported that we received significant donations from Adirondack Studio (\$500) and Citizens Bank (\$175).

We reviewed the 'Budgeted vs Actuals' for the end of the 2017 Fiscal Year. That prompted a discussion of changes needed to the 2018 budget. It may also require a change to our budget request that will be included in the school budget request this spring.

No additional CDs have been purchased yet. Because the interest rate on them is so low, the Board decided to wait on purchasing any additional CDs until after we see the results of the school budget vote, and a final decision is made on Hannah's hours.

### Library Director Report:

Hannah presented the Library Director's report, which is included as Attachment 3.

- Hannah completed the performance reviews for the library staff. These included training goals with timelines for completing them.
- We received several donations of items from the Amazon wish list
- Hannah submitted a SALS Construction Grant application that included moving the computers and the children's area, and buying moveable desks

## Old Business

- Trustees' Continuing Education: Martha will provide reading assignments for all trustees to read before each meeting. All trustees should be prepared for a discussion.
- Board Member Search: We still need additional board members. Julie will get Sandy Smith's number to Remus who will contact her to see if she is interested.
- Bylaw Updates/Revision: Due to time constraints, we postponed this to our February meeting.
- Bathroom Update: Pete N. did not apply for a permit for the bathroom, as was stated in the requirements he was given before his final bid. Joanne and Julie discussed this with him, and his response was that he had never gotten a permit for any work he'd done on the library, and that it would cost more for him to get the permit. Joanne and Julie had been working with Pete on the drawing required for the permit, but ran into some issues with that. After some discussion, Joanne made a motion to terminate Pete's contract, Julie seconded, and the vote was unanimous. Remus will talk with Erika about sending a formal letter of termination to Pete. Julie will get an updated quote from the other contractor, Herb Cary. Pete has a key to the library, so we do need to change the locks and distribute new keys.
- Strategic Plan Update: The Committee was scheduled to meet last week. The meeting was postponed due to weather and is scheduled for next week.
- Reschedule Book Sorting: Phyllis sorted the books that were downstairs, as it was too cold to work up in the attic. Remus will get some boxes to Hannah to use to pack rejected books and send them to Better World Books.
- Thank You Letters: Jill will do all the thank you letters for people who donated to the library

## New/Other Business:

- Conflict of Interest Forms: All members of the board signed their 2018 Conflict of Interest forms and returned them to Julie
- Water Meter: Joanne reported that the Village will be installing a water meter at the library. There will be no charges for either the meter or for future water use.
- SALS Request for Letter to Newspapers: SALS sent a request for library boards to send letters to the editor stressing the importance of libraries to local communities, and the need for continued funding. Martha volunteered to do this.
- Nominate and Elect Trustees:
  - Remus, Joanne, Martha, and Julie's terms were expiring this month. All agreed to serve for another three-year term.
  - The following trustees were elected and agreed to serve as Board officers:
    - President: Martha Johnson
    - Vice President: Joanne McDowell
    - Treasurer: Jill Hamilton
    - Secretary: Julie Gann

The meeting was adjourned at 9:05 PM.

The next meetings will be held at 7:00 PM on:

February 12, 2018

March 12, 2018

April 9, 2018

May 14, 2018

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
??	7/17/17: check with Joseph Cutshall King re a program on local history	12/11/17: follow up on this later
ALL	1/8/18: decide on purchasing additional CD(s) with money from our reserve after the results of the school & library budget vote	Due May 2018
Jill & Remus	1/8/18: check on our 501(c)(3) status and whether it needs to be renewed	
Jill	1/8/18: follow-up with 'Taxes With A View' on IRS notice about tax payments	
Remus	1/8/18: check with Argyle School about getting a more accurate mailing list for our budget request letter	
Jill	1/8/18: give Hannah our tax ID so she can set up an Amazon non-profit account for bulk ordering	
Julie	1/8/18: check when our next independent audit is due and add to Events Calendar	PARTIAL: Tara reported results on 12/15/15 for 2014. Her recommendations: improve our internal controls by having a second board member view bank statements and invoices. She also recommends that two people sign any check with a value of \$1,000 or more. She suggests that we should have an annual financial review and a full audit at 3 to 5 year intervals.

Action Items		
Person Responsible	Task	Status / Notes
Martha	1/8/18: send reading assignment to all board members for review and discussion at next meeting	ONGOING
Julie & Remus	1/8/18: Julie send Sandy Smith's phone number to Remus who will contact her to see if she's interested in joining the board.	2/12/18: Julie sent her e-mail to Remus
Remus	1/8/18: talk to Board's lawyer, Erika, re sending Pete N. a termination letter	2/9/18: letter was sent, but included the wrong reason
Julie	1/8/18: get updated bathroom quote from Herb Cary	1/11/18: send verbal quote via e-mail to board members; written quote due for Feb meeting
Phyllis	1/8/18: check into changing locks on library doors and fixing lock on storage cabinet. Get 12 copies of new door keys.	
Remus	1/8/18: send boxes to Hannah to use to pack rejected books for Better World Books	
Jill	1/8/18: thank you letters for donations	
Martha	1/8/18: send letter to Post Star regarding importance of library and need for continued funding	COMPLETED: letter was in 1/19/18 edition
All Board Members	12/11/17: decide on potential change to book donation policy, per November 2017 meeting	Due at Jan 2018 meeting
??	12/11/17: talk with Bob Webster re possibly meeting with someone from Sheridan Foundation	
Jill	12/11/17: discuss with Bob 2017 budget items with a significant difference between budgeted vs actual, and revise 2018 budget to reflect anticipated actuals.	
Jill	12/11/17: write and distribute 2017 bonus checks for staff	
Hannah	12/11/17: look up ways other libraries raise money	
Joanne	12/11/17: check with Doris Nichols re selling book bags to raise money	
Julie	12/11/17: check previous minutes for any information about a grant from SALS for e-readers	Re notes, Digital Technology grants were due December 2014, so we were too late to apply
Hannah	12/11/17: check with JA about charges to move internet wiring to back room	
Joanne	12/11/17: fix lock on glass case	
Hannah	12/11/17: coordinate moving the glass case	

Action Items		
Person Responsible	Task	Status / Notes
Julie	12/11/17: contact electrician about fixing faulty light switch in back room	1/3/18: contacted Bill Humiston who will do this, told him to do work when it's convenient
Hannah	12/11/17: work up figures for café space donations vs cost for January meeting	
All Board Members	9/18/17: review Hannah's request for additional hour/week for Pat & Sue	COMPLETE 12/11/17: Board approved one additional hour/month for Pat and Sue
Jill	11/13/17: check on CD rates & penalties from various banks	COMPLETE 12/11/17: stay with current bank
Jill	11/13/17: send thank you notes to each donor	12/11/17: Jill will draft note template; will parcel out letters at January meeting
Joanne	11/13/17: check on potential new board member	
Bylaw Committee	11/13/17: modify bylaws to require that any material that will be provided to any outside agency (grant applications, annual report, etc.) be reviewed by at least one person other than the author(s).	12/11/17: Martha and Joanne will draft for review at January meeting
Hannah	11/13/17: check with SALS to see if they move the internet wiring for the computers.	12/11/17: JA is coming on 12/20
Phyllis	7/17/17: coordination with Elna about a program to discuss her books	12/11/17: there may be some health issues; postpone this for a while
Hannah	7/17/17: draft job descriptions & pay scales for each	12/11/17: job descriptions completed and approved; not pay scales
Hannah	7/17/17: check with Sarah to see if volunteers can check books in and out	COMPLETE 12/11/17: yes
Julie	7/17/17: move prom gowns from her home to bank	
??	7/17/17: need to consider repair/replacement of some book shelves that are bowing under the weight of the books	12/11/17: weeding the collection has reduced the weight on the shelves; is potential topic for grant
Bob	6/12/17: give direct deposit forms to Hannah	12/11/17: COMPLETE Not interested in direct deposit at this time 7/17/17: open
Hannah	6/12/17: give direct deposit forms to employees with guidance on filling them out and returning to Bob if they want direct deposit of their paychecks	12/11/17: COMPLETE Sue & Pat not interested 7/17/17: open

Action Items		
Person Responsible	Task	Status / Notes
Hannah	6/12/17: do a performance evaluation for the library staff	12/11/17: evaluation to be completed by 12/31/17; pay scales still TBD, pay increases for 2018 dependent on meeting goals 7/17/17: waiting on approved job descriptions & pay scales
Hannah	5/8/17: put a signature page on each magazine for patrons to sign when they read, so Hannah can track which subscriptions are being used	12/11/17: signature page was working well, so Sue started a check mark system 7/17/17: started
Remus Phyllis	5/8/17: contact Sarah Dallas and Kim McLean about letters of recommendation for the 'Best Small Library' grant application	12/11/17: OBE – not this year 7/17/17: 1 <sup>st</sup> draft of Schubert grant application is in progress, will put on podkeeper; not doing the 'Best Small Library' application this year 6/12/17: working, dependent on decision about whether or not to submit this year
Hannah, Julie	4/17/17: convert the digitized yearbooks to Adobe pdf format	7/17/17: In progress. Hannah will check with SALS about getting Adobe Professional to convert the files.
Hannah	4/17/17: develop DB with photos of prom dresses, advertise availability for special occasions.	12/11/17: in progress, low priority 6/12/17: in progress
Hannah	12/12/16: Bob will talk with Ryan, Martha will talk with her son, and Hannah will check with some homeschoolers about being youth representatives for our Long Range Planning meeting(s).	12/11/17: Hannah will approach the school about this 7/17/17: topic for SP Committee 1/16/17: still being worked
All Board members	12/12/16: review the success of the café space and determine whether to continue and how to fund	12/11/17: café is working well. Due December 2017

**ARGYLE FREE LIBRARY  
TRUSTEES MEETING**

**January 08, 2018 at 7:00 pm**

Call to Order

Minutes of Last Meeting

Treasurer's Report

Director's Report

Old Business

- Trustee Continuing Education
- Board Member Search
- By-Law Updates/Revisions
- Bathroom Update
- Strategic Plan Update
- Reschedule Book Sorting
- Thank you letter

*o Trustee Handbook Revisions*

New Business

- Conflict of Interest Forms
- Re-nominate and Elect Trustees

Other Business

Date of Next Meeting

Adjournment

*SAHS Request  
for Ltr to Editor  
re funding*

## Treasurer's Report January 2018

Net Worth - As of 1/8/2018 (Includes unrealized gains)	
Account	1/8/2018 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
GF National Bank-Cash Checking	58,794.67
GF National CD's-Multi-Year Redempt..	60,000.00
Petty Cash	-97.71
<b>TOTAL Cash and Bank Accounts</b>	<b>118,696.96</b>
<b>Other Assets</b>	
Library Bldg	40,000.00
<b>TOTAL Other Assets</b>	<b>40,000.00</b>
<b>TOTAL ASSETS</b>	<b>158,696.96</b>
<b>LIABILITIES</b>	
	0.00
<b>OVERALL TOTAL</b>	<b>158,696.96</b>

### AFL Certificates of Deposit GF National Bank

<u>Amount</u>	<u>Issue Date</u>	<u>Maturity Date</u>	<u>Term</u>	<u>% Rate</u>
25,000	8-Jul-15	8-Jul-18	36 M	0.40%
10,000	7-Jun-16	7-Jun-19	36 M	0.40%
10,000	19-May-17	19-May-20	36 M	0.50%
15,000	20-May-16	20-May-21	60 M	1.00%

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**\$60,000**

*2017 Budget to 2017 Actuals*  
 2017 Budget to Actual - Last year  
 1/1/2017 through 12/31/2017 Using AFL 2017 Budget

Category	<i>2017</i> Actual	2017 Budget	Difference
<b>INCOME</b>	<b>93,515</b>	<b>70,630</b>	<b>23,185</b>
Uncategorized	466	0	466
Copies-Copier & Computer Printing	559	432	127
Dividends	148	300	-152
Fines	766	780	-14
Interest Received	0	28	-28
Major Revenue	<b>89,975</b>	<b>52,090</b>	<b>37,885</b>
Argyle School District	44,100	34,700	9,400
Argyle Town	10,000	10,000	0
Argyle Village	500	500	0
Book sales	532	350	182
Donations-Fund Raising & Gifts	6,118	5,040	1,078
Grants	<u>24,782</u>	0	24,782
Memorials	1,539	0	1,539
New York State-SALS	2,404	1,500	904
Other Inc, Bus	1,141	17,000	-15,859
<b>EXPENSES</b>	<b>87,513</b>	<b>90,947</b>	<b>3,434</b>
Uncategorized	100	0	-100
Equipment	763	0	-763
Major Library	<b>5,088</b>	<b>890</b>	<b>-4,198</b>
Books	3,627	0	-3,627
Digital Data	1,074	540	-534
Subscriptions-Magazines	386	350	-10
Other Major Library	21	0	-21
Payroll Services	217	0	-217
Program Events	<b>1,752</b>	<b>1,124</b>	<b>-628</b>
Special Programs	164	624	460
Summer Prog	1,588	500	-1,088
Renovation	13,484	5,000	-8,484
Service Charges (SALS)	2,584	2,760	176
Bus. Insurance	2,012	0	-2,012
Business Tax	11,282	6,600	-4,682
Employee Benefit, Business-Employee B...	658	0	-658
Other Employee Benefit, Business-Em...	658	0	-658
Insurance, Bus-Insurance (non health)	0	632	632
Legal-Prof Fees	0	360	360
Office	1,125	740	-385
Postage and Delivery	1,224	420	-804
Printing and Reproduction	107	300	193
Repairs & Maint	2,097	21,160	19,063
Supplies, Bus-Supplies	602	850	248
Travel, Bus-Business Travel Expense	1,487	0	-1,487
Utilities, Bus	<b>2,852</b>	<b>4,453</b>	<b>1,601</b>
Electrical Service	1,485	1,700	215
Heating Oil	806	2,200	1,394
Telephone	561	553	-8
Wages	39,318	45,658	6,340
<b>Net Difference:</b>	<b>6,302</b>	<b>-20,317</b>	<b>26,619</b>

2017 Budget to Actual - Last year  
1/1/2017 through 12/31/2017 Using 2018 Budget

*Budget Planning for 2018*

Category	2017 Actual	2018 Budget	Difference
<b>INCOME</b>	<b>93,815</b>	<b>78,872</b>	<b>14,943</b>
Uncategorized	466	0	466
Copies-Copier & Computer Printing	559	300	259
Dividends	148	130	18
Fines	766	777	-11
Interest Received	0	415	-415
Major Revenue	<b>89,975</b>	<b>77,250</b>	<b>12,725</b>
Argyle School District	44,100	58,200	-14,100
Argyle Town	10,000	11,000	-1,000
Argyle Village	500	500	0
Book sales	532	300	232
Donations-Fund Raising & Gifts	6,118	5,000	1,118
Grants	24,782	0	24,782
Memorials	1,539	0	1,539
New York State-SALS	2,404	2,250	154
Other Inc, Bus	1,141	0	1,141
<b>EXPENSES</b>	<b>87,513</b>	<b>78,880</b>	<b>-8,653</b>
Uncategorized	100	0	-100
Equipment	783	775	12
Major Library	<b>5,088</b>	<b>4,075</b>	<b>-1,013</b>
Books	3,627	3,000	-627
Digital Data (DVD)	1,074	900	-174
Subscriptions-Magazines	386	175	-211
Other Major Library	21	0	-21
Payroll Services	217	0	-217
Program Events	1,752	1,500	-252
Special Programs	164	600	436
Summer Prog	1,588	900	-688
Renovation	13,484	0	-13,484
Service Charges (SALS)	2,584	2,860	76
Bus. Insurance	2,012	2,550	538
Business Tax	11,282	11,732	450
Employee Benefit, Business-Employee B...	658	300	-358
Other Employee Benefit, Business-Em...	658	300	-358
Legal-Prof Fees	0	275	275
Office	1,125	625	-500
Postage and Delivery	1,224	673	-551
Printing and Reproduction	107	373	266
Repairs & Maint	2,097	1,800	-297
Supplies, Bus-Supplies	602	396	-206
Travel, Bus-Business Travel Expense	1,487	300	-1,187
Utilities, Bus	<b>2,852</b>	<b>3,670</b>	<b>718</b>
Electrical Service	1,485	1,600	115
Heating Oil	806	1,400	594
Telephone	561	570	9
Wages	38,518	47,256	7,938
<b>Net Difference:</b>	<b>6,302</b>	<b>12</b>	<b>6,290</b>

*change to \$250 in budget*

*change to \$225*

*Keep*

*fig to look at this*

*change to \$200*

*2 mailings vs 1 (annual alternative budget vote)*

**Library Report  
1-8-2018**

**Library activities**

- 1.) Worked on withdrawing books from dusty book list
- 2.) General duties: reshelving, check in/out, send list

**Director activities**

- 1.) Did employee performance reviews
- 2.) Added books from Amazon wish list to collection
- 3.) Got acquisitions training from SALS
- 4.) Met with wiring people to get quote for moving the computers
- 5.) Completed SALS Construction Grant application