

Minutes of the Argyle Free Library Board of Trustees

February 12, 2018

The meeting was called to order at 7:02PM by Martha Johnson, President.

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

Minutes of Last Meeting:

Minutes of our January meeting were reviewed. Remus motioned to approve them with one correction to the donor names, Joanne seconded, and the vote was unanimous.

Treasurer's Report:

Jill presented the Treasurer's Report (Attachment 2). She discussed the new 2018 budget, revised as per our January meeting. This budget changes the amount we will request for the town vote to \$59,760. Remus motioned to accept the revised budget, Jill seconded, and the vote was unanimous. Jill had discussed the IRS letter regarding the overdue payment with our tax preparer (Taxes With a View), who said they would respond to the IRS and would take care of any penalties, if there are any assessed. Remus motioned to accept the treasurer's report, Julie seconded, and the Board voted unanimously to accept.

Library Director Report:

Hannah presented the Library Director's report.

- SALS Annual Trustees Dinner and Meeting is May 21. Two trustees and Hannah will attend.
- Hannah will submit her Prom Dress Lending Program as a candidate for the SALS Program of the Year.
- Hannah did submit the construction grant application discussed at January's meeting, and won an award for \$3,124. This application included moving the computers and the children's area, and buying modular desks that can be more easily moved.

Committee Reports

- Building Committee: is dissolved for now, as there are no current tasks
- Strategic Planning Committee: The committee met on January 18. The first of the community sessions is with members of the local churches and will be held on February 20.
- By-Laws Committee: The committee submitted two proposed changes to the bylaws. The first requires a review by a member of the board of any document to be submitted to an outside organization. Julie motioned to accept this change, Remus seconded it, and the vote to approve was unanimous. The second proposal was to change the number of trustees from the current range of 5 to 11 members to a fixed number of nine members (Article III, paragraph 1), with the understanding that it is acceptable to have vacant positions. Remus motioned to approve this change, Jill seconded the motion, and the vote was unanimous.

Old Business

- Review Annual Report: The Board reviewed the Annual Report that Hannah and Jill prepared. Some of the financial numbers are not yet complete. Jill motioned to approve the draft of the Annual Report, Remus seconded, and the vote to approve was unanimous.
- Bathroom Update: Per our January discussion, Erika did send Pete N. a termination letter and requested he return \$2500 of his initial payment. Erika's letter had the wrong reason for his termination (delay in the work, instead of failing to meet the requirement to obtain the necessary permits). Julie and Martha called Pete regarding the termination and the reason for it. Pete had little to say. Martha called Erika regarding the error in the letter. Because we had already called Pete, Erika felt there was no need to send a revised letter, but to let her know if any issues arose. Julie presented Herb Cary's revised bid of \$21,900. Herb's bid acknowledges all the requirements we identified for the bathroom. Remus motioned to accept Herb's bid and give him the contract, Phyllis seconded the motion, and it was approved unanimously.
- Book Donation Policy: We had a brief discussion of the Front Porch Forum postings about this policy, and agreed there is no need for a public meeting on this topic. Hannah wrote an excellent response explaining the rationale for the policy and invited people to volunteer to help sort donated books. No one has yet volunteered.
- Lock Replacement Quote: Phyllis received a quote of \$204 for replacing the locks on all the doors. This does not include a new lock for the cabinet, which is estimated at \$80. Remus made a motion to approve up to \$304 to replace all door locks and get a new lock for the cabinet. Joanne seconded the motion, and the vote to approve was unanimous.
- Review Homework Assignment: The homework assignment due for this meeting was to read the first 20 pages of the Trustees Handbook. We had a general discussion about those topics.
- Additions to the Board Calendar: Add an item for late April to send a letter to the voters about the budget request.

New Business:

- Number of Voting Members on Board: See the By-Laws Committee report
- By-Laws Amendment: See the By-Laws Committee report
- Advocacy for Library Funding: Per SALS request, all board members should write to their state and federal officials to keep the funding for public libraries
- Public Statements Policy: this discussion was postponed to our March meeting.
- Dates for Elna Butterfield’s presentation: Phyllis will talk to Elna about this.

Other Business

- Improved Mailing List: Remus did talk with someone from the school about their mailing list, who said she would share her list with us for our mailings. He will check to see if we can include our letter with the school’s letter about the budget vote. Remus will also follow-up with the Post Office to see if he can get their Postal Patrons’ List.

The meeting was adjourned at 9:05 PM.

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

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
Hannah	2/12/18: submit her Prom Dress Lending Program as a candidate for SALS’ Program of the Year	
By-Laws Committee	2/12/18: revise the bylaws per the February meeting discussion. Post on the Library website and email to all board members.	
Julie	2/12/18: amend the Board calendar to add a line to April’s tasks to send a letter to the voters regarding the upcoming budget vote	COMPLETE Posted on podkeeper 3/11/18

Action Items		
Person Responsible	Task	Status / Notes
ALL	1/8/18: decide on purchasing additional CD(s) with money from our reserve after the results of the school & library budget vote. Decide if Hannah is to go full-time and financial impact	Due May 2018
Jill & Remus	1/8/18: check on our 501(c)(3) status and whether it needs to be renewed	COMPLETE 2/18/18: Jill reported that our 501(c)(3) status is automatically renewed when our tax return is filed
Jill	1/8/18: follow-up with 'Taxes With A View' on IRS notice about tax payments	COMPLETE – see 2/12 meeting minutes
Remus	2/12/18: check with P.O. re their Postal Patrons list; see if we can piggy back with school mailing for their budget vote. 1/8/18: check with Argyle School about getting a more accurate mailing list for our budget request letter	2/12/18: school will share their mailing list with us; TBD on other items
Jill	1/8/18: give Hannah our tax ID so she can set up an Amazon non-profit account for bulk ordering	COMPLETE
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.
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: COMPLETE, letter was sent, but included the wrong reason
Julie	1/8/18: get updated bathroom quote from Herb Cary	2/12/18: COMPLETE 1/11/18: send verbal quote via e-mail to board members; written quote due for Feb meeting

Action Items		
Person Responsible	Task	Status / Notes
Phyllis	1/8/18: check into changing locks on library doors and fixing lock on storage cabinet. Get 12 copies of new door keys.	COMPLETE
Remus	1/8/18: send boxes to Hannah to use to pack rejected books for Better World Books	COMPLETE – they require their own boxes be used
Jill	1/8/18: thank you letters for donations	COMPLETE
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	COMPLETE 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	COMPLETE
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	COMPLETE: 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	COMPLETE: about \$1,000; included that in the construction grant which was awarded for \$3,124
Joanne	12/11/17: fix lock on glass case	COMPLETE
Hannah	12/11/17: coordinate moving the glass case	
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

Action Items		
Person Responsible	Task	Status / Notes
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	2/12/18: Phyllis will talk to Elna 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
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

Action Items		
Person Responsible	Task	Status / Notes
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 st 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
February 12, 2018

Call to Order

Minutes of Last Meeting

Treasurer's Report

Director's Report

Committee Reports

- Building Committee
- Strategic Planning Committee
- By-Laws Committee

Old Business

- Review Annual Report
- Strategic Plan
- Bathroom Project
- Book Donation Policy
- Review Lock Replacement Quote
- Review Homework Assignment
- Additions to Board Calendar

New Business

- Number of Voting Members on Board
- By-Laws amendment
- Advocacy for Library Funding
- Public Statements Policy
- Dates for Elna Butterfield's presentation

Other Business

Action Items

Date of Next Meeting

Adjournment

Treasurer's Report February 2018

Net Worth - As of 2/11/2018
(Includes unrealized gains)

Account	2/11/2018 Balance
ASSETS	
Cash and Bank Accounts	
GF National Bank-Cash Checking	53,715.22
GF National CD's-Multi-Year Redempt...	60,000.00
Petty Cash	-59.76
TOTAL Cash and Bank Accounts	113,655.46
Other Assets	
Library Bldg	40,000.00
TOTAL Other Assets	40,000.00
TOTAL ASSETS	153,655.46
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LIABILITIES	0.00
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OVERALL TOTAL	153,655.46

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%

\$60,000

2017 2018 2018 Budget to Actual - Last year 1/1/2017 through 12/31/2017 Using 2018 Budget			
Category	2017 Actual	2018 Budget Budget	Difference
INCOME	93,867	102,048	-8,181
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	89,975	99,926	-9,951
Argyle School District	44,100	59,760	-15,660
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	21,116	3,666
Memorials	1,539	0	1,539
New York State-SALS	2,404	2,250	154
Other Inc, Bus	1,194	500	694
EXPENSES	87,707	102,048	14,341
Equipment	763	775	12
Major Library	5,198	4,150	-1,048
Books	3,737	3,000	-737
Digital Data	1,074	900	-174
Subscriptions-Magazines	366	250	-116
Other Major Library	21	0	-21
Membership Fees	175	400	225
Payroll Services	217	225	8
Program Events	1,768	1,500	-268
Special Programs	180	600	420
Summer Prog	1,588	900	-688
Renovation	13,484	21,900	8,416
Service Charges (SALS)	2,584	2,660	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	291	0	-291
Postage and Delivery	1,340	1,257	-83
Printing and Reproduction	107	373	266
Repairs & Maint	2,097	1,800	-297
Supplies, Bus-Supplies	1,313	1,025	-288
Travel, Bus-Business Travel Expense	1,487	300	-1,187
Utilities, Bus	2,852	3,570	718
Electrical Service	1,485	1,600	115
Heating Oil	806	1,400	594
Telephone	561	570	9
Wages	39,318	47,256	7,938
Net Difference:	6,160	0	6,160

2018 Budget to Actual - Year to Date

1/1/2018 through 2/12/2018 Using 2018 Budget

Category	1/1/2018 Actual	- Budget	2/12/2018 Difference
INCOME	4,037	26,305	-22,268
Copies-Copier & Computer Printing	60	36	25
Fines	75	82	-7
Major Revenue	3,802	26,187	-22,385
Argyle Town	0	4,714	-4,714
Donations-Fund Raising & Gifts	678	357	321
Grants	3,124	21,116	-17,992
EXPENSES	10,569	13,339	2,769
Major Library	1,117	1,607	490
Books	1,067	1,500	433
Digital Data	49	107	58
Membership Fees	185	48	-137
Payroll Services	0	96	96
Service Charges (SALS)	374	429	55
Bus. Insurance	723	0	-723
Business Tax	3,026	2,900	-126
Legal-Prof Fees	0	118	118
Postage and Delivery	0	22	22
Printing and Reproduction	43	123	80
Repairs & Maint	0	214	214
Supplies, Bus-Supplies	149	143	-7
Utilities, Bus	1,542	2,013	471
Electrical Service	0	643	643
Heating Oil	980	800	-180
Telephone	562	570	8
Wages	3,309	5,626	2,317
Net Difference:	-6,532	12,966	-19,498