

# **Minutes of the Argyle Free Library Board of Trustees**

**March 12, 2018**

The meeting was called to order at 7:05 PM by Martha Johnson, President.

Members present: Martha Johnson, Joanne McDowell, Julie Gann, Jill Hamilton, and Phyllis Snell. Also attending were Hannah Stahl, AFL Library Director, Sandy Smith, and Dawn Bevilacqua.

## **Minutes of Last Meeting:**

Minutes of our February meeting were reviewed. Martha motioned to approve them with minor changes, Phyllis seconded, and the vote was unanimous.

## **Treasurer's Report:**

Jill presented the Treasurer's Report (Attachment 2). She noted that Pete Narkiewicz, the original contractor for converting the bathroom to become handicapped accessible, did return \$2,500 of the deposit we paid him. Jill will link this money to the bathroom grant money to ensure an accurate financial reporting to the NYS Construction Grant organization.

Jill presented the bills for payment approval. The bill for the new door locks was \$349.50 vs the previously approved \$304. The board approved the new amount. She also discussed the snow plow bill, and suggested that the board look for someone more reliable to do the plowing and shoveling next year. Julie is to add this task to the Board Calendar. All bills were approved for payment.

## **Library Director Report:**

Hannah presented the Library Director's report.

- The Young Children's Summer Reading Program will start on July 9. Hannah has applied for a grant from Stewarts for the kick-off event. The cost will be about \$1,000, half of which is anticipated to be paid by the Friends of the Library and half by the Board. This cost is included in the 2018 budget.
- Hannah is also planning a Bingo summer reading program for all ages, with prizes to be awarded for various categories. This money will come from the program budget line item.

## **Committee Reports**

- Strategic Planning Committee: The committee met on March 1. The first of the community sessions with members of the local churches was held on February 20. Only two representatives attended that meeting. The committee decided to combine the rest of the community groups and hold one Community Aspirations meeting instead of several individual meetings. The Community Aspirations meeting will be April 26, 7:00 PM at the Argyle Firehouse. Erica Freudenberger from SALS will be the moderator.

## **Old Business**

- Bathroom Update: Herb Cary accepted the contract and will start the process to obtain the building permit from the county. His payment schedule is \$8,000 when he starts work, \$10,000 after the insulation, sheetrock and taping is complete, and the remaining \$3,900 when the work is completed. Joanne motioned to approve this payment schedule, Jill seconded the motion, and it passed unanimously.
- Homework Assignment (pages 20-40 of the Handbook for Library Trustees):
  - In accordance with the guidance in the Handbook, the Board agreed to correct the bylaws to state that the Board will have nine ‘voting’ members.
  - The definition of a quorum, as currently defined in our bylaws, is compliant with the Handbook (page 29), and will remain as is.
  - Financial Policy: Martha will change the audit period from every year to less frequently. Julie will send Martha a copy of the current Financial Policy.
  - Disaster Plan: In the event of a fire or other disaster, we need an inventory of the items in the library that are not included in the catalog (books, DVDs, etc.). This inventory will include furniture, computers, the framed arrowheads, etc. Hannah will prepare and maintain this inventory.
  - Meeting Preparation: The Trustees Handbook, page 25, recommends that meeting materials be e-mailed to Board members no less than one week before the meeting date to ensure that all trustees are properly prepared for the meeting. These materials include the agenda, minutes of the previous meeting, financial reports, library director’s report, schedule of bills to be paid, proposed personnel actions, and committee reports.
- Library Keys: Every board member who needs a key should get one from Hannah. Hannah will make and maintain a list of everyone who has a key to the library.
- Public Statements Policy: We discussed the current Public Statements Policy. Martha will prepare an alternative for discussion at our next Board meeting.

## **New Business:**

- Review and Approve Joint Automation Contract with SALS: This was reviewed and Martha signed the contract.
- Election to Fill Empty Board Position: Sandy is not sure she wants to be on the Board, but is interested in doing various tasks for the library. She may attend another Board meeting and decide later if she would like to become a trustee. Dawn was interested in becoming a trustee. Joanne nominated Dawn for a trustee position, Julie seconded the motion, and the vote was unanimous.

## Other Business

- Library Stationary: We are getting low on the library stationary. Jill will order additional, both the letterhead paper and the colored paper that matches. Julie made a motion to approve \$100 for this, Joanne seconded, and the vote was unanimous.
- Budget Letter to Ron Black: Jill will send the budget letter to Ron Black for inclusion as a separate item on the school's budget ballot. She will also check with him on the dates for the vote and the community information meeting prior to the vote. Hannah will draft a letter to the voters.
- Faulty Light Switch: Joanne motioned to pre-approve up to \$200 to fix the faulty light switch. Dawn seconded the motion and the vote was unanimous.
- Homework for next meeting: Read pages 41-59 in the Trustees Handbook.
- PodKeeper: Hannah will add Dawn to PodKeeper. Joanne will check with Bob Webster to see if he wants to be a consultant to the Board, a trustee or some other role.

The meeting was adjourned at 9:15 PM.

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

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 |
| Martha, Joanne              | 3/12/18: modify bylaws to state that the Board will have 9 <b>voting</b> members  | 3/31/18: see Martha's email       |
| Martha                      | 3/12/18: modify the Financial Policy to increase the time period between audits   | 3/29/18: see Martha's email       |
| Hannah                      | 3/12/18: prepare and maintain an inventory of non-book items for insurance and replacement purposes in the event of a disaster. |                                   |
| Martha, Julie, Jill, Hannah | 3/12/18: e-mail meeting materials no less than 1 week before each board meeting   | Ongoing                           |
| All                         | 3/12/18: read pages 41 – 59 of the Trustees Handbook before the March meeting   |                                   |

| Action Items       |   |  |
|--------------------|---|--|
| Person Responsible | Task  | Status / Notes   |
| Hannah             | 3/12/18: make and maintain a list of everyone who has a key to the library  |  |
| Martha             | 3/12/18: prepare an alternate Public Statements Policy for review and discussion at the April Board meeting   | 3/29/18: see Martha's e-mail   |
| Jill               | 3/12/18: order library letterhead/stationary  |  |
| Jill               | 3/12/18: send budget letter to Ron Black; find out dates for vote and community information meeting   | 3/22/18: Budget meeting is Tuesday, 5/8  |
| Hannah             | 3/12/18: draft letter to the voters about the requested budget increase   | 3/28/18: emailed draft & posted on PodKeeper   |
| Joanne             | 3/12/18: check with Bob about what he would like as his future role with the library  |  |
| Hannah             | 2/12/18: submit her Prom Dress Lending Program as a candidate for SALS' Program of the Year   | 3/13/18: application complete; waiting Martha's signature  |
| 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   |
| 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.<br>1/8/18: check with Argyle School about getting a more accurate mailing list for our budget request letter | 3/19-3/23/18: See e-mails from Martha, Remus & Jill about mass mailings<br>2/12/18: school will share their mailing list with us; TBD on other items   |
| Julie              | 1/8/18: check when our next independent audit is due and add to Events Calendar   | 3/12/18: discuss at April Meeting<br>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  |

| Action Items       |   |  |
|--------------------|---|--|
| Person Responsible | Task  | Status / Notes   |
| Phyllis            | 3/12/18: check to see if someone from the Foundation would be interested in attending the 4/26 Community Meeting<br>12/11/17: talk with Bob Webster re possibly meeting with someone from Sheridan Foundation |  |
| Hannah             | 12/11/17: look up ways other libraries raise money  | 3/12/18: in progress; will send webinar link to trustees   |
| Joanne             | 12/11/17: check with Doris Nichols re selling book bags to raise money  | 3/12/18: in progress   |
| Hannah             | 12/11/17: coordinate moving the glass case  | 3/12/18: will do after bathroom is complete  |
| Julie              | 12/11/17: contact electrician about fixing faulty light switch in back room   | 4/2/18: talked to H. Cary about doing while electrician is here for bathroom<br>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  | 3/12/18: in progress   |
| Phyllis            | 7/17/17: coordination with Elna about a program to discuss her books  | 3/12/18: looking at late April – early May<br>2/12/18: Phyllis will talk to Elna<br>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  |
| ??                 | 7/17/17: need to consider repair/replacement of some book shelves that are bowing under the weight of the books   | 3/12/18: check into for 2018 SALS construction grant, late 2018<br>12/11/17: weeding the collection has reduced the weight on the shelves; is potential topic for grant  |
| Hannah, Julie      | 4/17/17: convert the digitized yearbooks to Adobe pdf format  | 3/20/18: cost to buy Adobe Professional is \$365. Alternatives to turn jpg's to pdf's need discussion.<br>7/17/17: In progress. Hannah will check with SALS about getting Adobe Professional to convert the files. |

| Action Items       |  |   |
|--------------------|--|---|
| Person Responsible | Task   | Status / Notes  |
| Hannah             | 4/17/17: develop DB with photos of prom dresses, advertise availability for special occasions. | 12/11/17: in progress, low priority<br>6/12/17: in progress |

Argyle Free Library  
Trustees Meeting  
March 12, 2018

Call to Order

Introduce Dawn Bevilacqua

Minutes of Last Meeting

Treasurer's Report

Director's Report

Committee Reports

- Strategic Planning Committee- Community Meeting

Old Business

- Strategic Plan
- Bathroom project
- Review homework assignment
- Keys

New Business

- Review and approve Joint Automation Contract with SALS
- Public Statements Policy
- Election to fill empty Board position

Other Business

Action Items

Date of Next Meeting

Adjournment

# Treasurer's Report

## March 2018

### Net Worth - As of 3/12/2018

(Includes unrealized gains)

| Account                                | 3/12/2018<br>Balance |
|--|----------------------|
| <b>ASSETS</b>                          |                      |
| Cash and Bank Accounts                 |                      |
| GF National Bank-Cash Checking         | 64,043.84            |
| GF National CD's-Multi-Year Redemption | 60,000.00            |
| Petty Cash                             | -6.53                |
| <b>TOTAL Cash and Bank Accounts</b>    | <b>124,037.31</b>    |
| Other Assets                           |                      |
| Library Bldg                           | 40,000.00            |
| <b>TOTAL Other Assets</b>              | <b>40,000.00</b>     |
| <b>TOTAL ASSETS</b>                    | <b>164,037.31</b>    |
| <b>LIABILITIES</b>                     | <b>0.00</b>          |
| <b>OVERALL TOTAL</b>                   | <b>164,037.31</b>    |



**2018 Budget to Actual - Year to Date (1/1/2018 through 3/12/2018 2018 Budget)**

| Category                          | 1/1/2018<br>Actual | Budget        | 3/12/2018<br>Difference |
|-----------------------------------|--------------------|---------------|-------------------------|
| <b>INCOME</b>                     | <b>17,748</b>      | <b>32,916</b> | <b>-15,168</b>          |
| Copies-Copier & Computer Printing | 98                 | 60            | 38                      |
| Fines                             | 110                | 143           | -33                     |
| <b>Major Revenue</b>              | <b>14,810</b>      | <b>32,713</b> | <b>-17,903</b>          |
| Major Revenue:Argyle Town         | 11,000             | 11,000        | 0                       |
| Donations-Fund Raising & Gifts    | 686                | 597           | 89                      |
| Major Revenue:Grants              | 3,124              | 21,116        | -17,992                 |
| Other Inc, Bus                    | 2,560              | 0             | 2,560                   |
| <b>EXPENSES</b>                   | <b>13,898</b>      | <b>19,268</b> | <b>5,370</b>            |
| Equipment                         | 141                | 300           | 159                     |
| Major Library                     | <b>1,117</b>       | <b>1,776</b>  | <b>659</b>              |
| Major Library:Books               | 900                | 1,500         | 600                     |
| Major Library:Digital Data        | 217                | 179           | -38                     |
| Subscriptions-Magazines           | 0                  | 97            | 97                      |
| Membership Fees                   | 185                | 80            | -105                    |
| Payroll Services                  | 0                  | 225           | 225                     |
| Service Charges (SALS)            | 374                | 685           | 311                     |
| Bus. Insurance                    | 723                | 0             | -723                    |
| Business Tax                      | 3,026              | 2,900         | -126                    |
| Legal-Prof Fees                   | 0                  | 275           | 275                     |
| Postage and Delivery              | 0                  | 37            | 37                      |
| Printing and Reproduction         | 43                 | 123           | 80                      |
| Repairs & Maint                   | 0                  | 358           | 358                     |
| Supplies, Bus-Supplies            | 167                | 239           | 72                      |
| <b>Utilities, Bus</b>             | <b>1,542</b>       | <b>2,870</b>  | <b>1,328</b>            |
| Utilities, Bus:Electrical Service | 0                  | 1,500         | 1,500                   |
| Utilities, Bus:Heating Oil        | 980                | 800           | -180                    |
| Utilities, Bus:Telephone          | 562                | 570           | 8                       |
| Wages                             | 6,409              | 9,400         | 2,991                   |
| Net Difference:                   | 3,850              | 13,648        | -9,798                  |