

Minutes of the Argyle Free Library Board of Trustees

April 9, 2018

The meeting was called to order at 7:08 PM by Martha Johnson, President.

Members present: Martha Johnson, Joanne McDowell, Julie Gann, Jill Hamilton, Remus Preda, and Phyllis Snell.

Also attending were Hannah Stahl, AFL Library Director, Carol Kuhr, and Bob Webster.

Minutes of Last Meeting:

Minutes of our May meeting were reviewed. Remus motioned to approve them with no changes, Phyllis seconded, and the vote was unanimous.

Treasurer's Report:

Jill presented the Treasurer's Report (Attachment 2). She noted there was a \$28 charge for a lost paycheck. As this is a rare event, the Board agreed not to charge the employee for this cost. After some discussion, the Board agreed that, due to the rareness of this happening, there is no need at this time for a policy addressing lost paychecks.

Jill presented the bills for payment approval. All bills were approved for payment.

Joanne motioned to approve the Treasurer's Report, Phyllis seconded the motion, and it was unanimously approved.

Library Director Report:

Hannah presented the Library Director's report.

- **Summer Program Update:** The theme of this year's program is 'Libraries Rock' (referring to music). There will be prizes for every 30 pages read. There may also be a pen pal program with Argyle, WI. Hannah is working with the librarian there to try to arrange this. The kick-off party will be July 9. Hannah is still waiting to hear from Stewart's about their grant to support the kick-off.
- **Annual Report to the Community:** The state requires that every library do this report. Hannah will add some facts and figures from the SALS Annual Report to the Budget Letter so that will serve as the Annual Report to the Community. She will also post the information on the library webpage and Facebook. Phyllis motioned to approve this approach for the Annual Report to the Community, Joanne seconded the motion, and it was unanimously approved.

Committee Reports

- **Strategic Planning Committee:** The community aspirations meeting will be April 26 at the Argyle Firehouse. The committee asked for \$40 for refreshments for this meeting. Remus

motioned to approve the request, Jill seconded the motion, and it was unanimously approved.

Old Business

- Friends of the Library 502(c)(3) status: Carol Kuhr, President of the FOL, summarized the current state of their evaluation as to whether they should become a 501(c)(3) organization. They have three options:
 1. Become a NYS not-for-profit organization. This would cost \$75, but people who donate money to them would be eligible for a tax deduction for any donations.
 2. Become a fully qualified 501(c)(3) organization. The costs for this would be considerably more, as it would require a lawyer to help prepare the paperwork.
 3. Become a permanent committee of the AFL Board of Trustees, which is a 502(c)(3) organization. This would allow the FOL to ‘inherit’ the tax-free status without incorporating as a separate organization. A Memorandum of Understanding (MOU) would be needed to define the relationship and responsibilities of both the FOL and the Board. The Board would also need to modify Article VI of the bylaws to address a permanent FOL committee.

After some discussion, there was general agreement that option 3 seems to be the best approach. Remus and Carol will work on a draft MOU for review by both the Board and the FOL. This MOU will include provisions that a Board member will attend every FOL meeting, and an FOL member will attend every Board meeting.

We also discussed the FOL helping with our annual book sale. If we determine that their help is needed, we will let Carol know what kind of help is needed and dates for that help.

- Budget letter review: The budget vote is May 16, 12-8 PM at the school. The school board budget hearing is Tuesday, May 8 at 8 PM. Phyllis will work with Hannah to revise her draft budget letter. They will include data from the Annual Report, and send it to Board members for approval. Jill will coordinate the mass mailing, to be completed before the end of April. Remus motioned to approve \$800 for the mailing costs, Julie seconded, and the motion was unanimously approved.
- Financial Policy: Per the March meeting, Martha reviewed our Financial Policy, and recommended that we change the audit requirements to require that an independent CPA do a formal financial review once every three years. Martha will update the Financial Policy to reflect this, and the Board will review and vote on the updated policy at the May meeting.
- Elna Book Talk: Phyllis has arranged with Elna that she will give a talk on Friday, May 18 at 7:00PM at the Presbyterian Church. Phyllis will do the publicity to get the work out about this talk.
- Bathroom Update: The contractor (Herb Cary) got the Professional Engineer’s stamp on the bathroom drawings, and has received the permits needed to start work. He

expects to complete the project by mid-May. Bob requested that we get a quote from the contractor to extend the outside water to the front, to help the FOL members who maintain the flower garden. Pete N. has already drilled a hole for the pipe to go up front.

New Business:

- An Oath of Office is not required for Association Libraries, so we do not need to do this.
- Community member donations: A new member of the community talked to the FOL about making a donation. Because they're not a 501(c)(3) organization, any donations to them are not tax-deductible. Remus and Hannah will talk to the individual about donating. Hannah will add information on how to donate to the library to the website.
- Furnace Repair: Julie talked with McDonald about the corroded furnace pipe. They have put it on their schedule to repair once the heating season is over.
- Tax Cap Override: Jill completed this earlier, when we revised the 2018 budget.

Other Business

- Lawn Service: Jill will contact Bryan McWhorter for lawn service
- New Board Member: Remus motioned to nominate Bob Webster as a new board member. Joanne seconded the motion, and the Board voted unanimously to add Bob to the Board of Trustees. Welcome, Bob!

The meeting was adjourned at 9:09 PM.

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

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
Julie	4/26/18: phone is not working properly; get it fixed	
Remus, Carol	4/9/18: draft an MOU between the AFL Board and FOL for the FOL to become a permanent committee of the Board	
Martha	3/12/18: modify the Financial Policy to increase the time period between audits	4/9/18: revise to require a formal financial review by a CPA every three years

Action Items		
Person Responsible	Task	Status / Notes
Phyllis	4/9/18: publicity for Elna's book talk	
Julie	4/9/18: get quote from Cary Construction to extend outside water to front	COMPLETE 4/24/18: H. Cary said that running the water pipe in the crawl space under the building to the front would result in a frozen pipe in the winter. Much better to buy a reel for the garden hose.
Remus, Hannah	4/9/18: talk to new community member about a potential donation to the library	
Hannah	4/9/18: add 'how to donate to the library' information to the website	
Julie	4/9/18: follow-up with McDonald's re furnace repair	
Jill	4/9/18: contact Bryan McWhorter for lawn service	
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	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	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 June 2018

Action Items		
Person Responsible	Task	Status / Notes
Julie	1/8/18: check when our next independent audit is due and add to Events Calendar	3/12/18: discuss at April Meeting 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
Phyllis	3/12/18: check to see if someone from the Foundation would be interested in attending the 4/26 Community Meeting 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: work up figures for café space donations vs cost for January meeting	3/12/18: in progress
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 12/11/17: weeding the collection has reduced the weight on the shelves; is potential topic for grant

Action Items		
Person Responsible	Task	Status / Notes
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. 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

Argyle Free Library
Trustees Meeting
April 9, 2018

Call to Order

Minutes of Last Meeting

Treasurer's Report

Director's Report

Committee Reports

- Strategic Planning Committee

Old Business

- Friends of Library
- Review budget letter to send out
- Mass mailing
- Strategic Plan mtg. expenses
- Financial Policy
- Public Statements Policy
- Elna book talk- get the word out
- Review homework assignment- pages 41-59

New Business

- Oath of Office
- Community member donation and protocol for accepting/talking to potential donors
- Furnace repair
- Tax Cap Override

Other Business

Action Items

Date of Next Meeting

Adjournment

Treasurer's Report March 2018

Account Balances - As of 4/5/2018 (Includes unrealized gains)

Account	4/5/2018 Balance
Bank Accounts	
GF National Bank-Cash Checking	51,343.71
GF National CD's-Multi-Year Redemption	60,000.00
TOTAL Bank Accounts	111,343.71
Cash Accounts	
Petty Cash	5.65
TOTAL Cash Accounts	5.65
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	151,349.36

Detail Transactions
3/13/2018 through 4/5/2018

Date	Num	Description	Memo	Category	Amount
INCOME					116.40
Copies-Copier & Computer Printing					37.30
3/31/2018	DEP	Copies	+ Fax & Print	Copies	37.30
Fines					72.25
3/31/2018	DEP	Fines		Fines	72.25
Major Revenue					6.85
4/2/2018	DEP	Fines		Major Revenue	4.00
Donations-Fund Raising & Gifts					2.85
3/31/2018	DEP	Donations		Major Revenue:Donatio...	2.85
EXPENSES					-12,662.69
Office					-153.90
3/29/2018	2576	Labor Law Center	Labor Poster	Office	-37.90
3/13/2018	2574	USPS	PO Box Fee	Office	-116.00
Renovation					-8,000.00
4/5/2018	2581	Herb Cary Constructi...	1st bathroom pay...	Renovation	-8,000.00
Repairs & Maint					-949.50
3/13/2018	2572	Daniel Petteys	Snow Plowing	Repairs & Maint	-600.00
3/13/2018	2573	Adirondack Lock Do...	Re-key building & ...	Repairs & Maint	-349.50
Service Charges (SALS)					-199.16
3/13/2018	2575	SALS	2018-1ARG	Service Charges (SALS)	-199.16
Supplies, Bus-Supplies					-6.98
3/24/2018		Walmart	garbage bags	Supplies, Bus	-6.98
Utilities, Bus					-31.54
Electrical Service					-31.54
3/13/2018	2571	National Grid		Utilities, Bus:Electrical S...	-31.54
Wages					-3,321.61
4/3/2018	2577	Hannah Stahl	March Wages	Wages	-1,670.26
4/3/2018	2578	Suzanne McWhorter	March Wages	Wages	-982.34
4/3/2018	2579	Patricia Jones	March Wages	Wages	-641.35
4/3/2018	2580	Mary Wicks	March Wages	Wages	-27.66
OVERALL TOTAL					-12,546.29