

Minutes of the Argyle Free Library Board of Trustees

May 14, 2018

The meeting was called to order at 7:04 PM 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 April meeting were reviewed. Remus motioned to approve them with no changes, Jill seconded, and the vote was unanimous.

Treasurer's Report:

Jill presented the Treasurer's Report (Attachment 2). She noted that she has moved the Petty Cash excess to Miscellaneous Income (Other Inc., Bus).

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

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

Library Director Report:

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

- Book Weeding Status: Hannah is working on removing 'dusty books', i.e., books that have not circulated for five years. These books will be added to the collection of books for July's book sale.
- The Easton Library is donating their unused magazine racks to us.
- The prom dresses have been returned to the town hall for storage until next year.
- See Attachment 3 for details of the Summer Program.

Committee Reports

- Strategic Planning Committee: The community aspirations meeting was held April 26 at the Argyle Firehouse. We had a good turnout, and several people gave their thoughts about the community and the library. The topic of highest interest was how to better improve communications and coordination with the Argyle community. Susan Passaro (ACS Principal) and Ron Black (ACS Business Manager) suggested that the library send information that needed publicizing to the school, and they can help disseminate the information. Hannah put the detailed meeting notes on PodKeeper. She is also coordinating with Erica Freudenberger about a good date for her to meet with the Committee to plan our next steps.

Old Business

- **Mass Mailing – future use:** Jill has documented the process she used for the mass mailing of the budget letter and will put it on PodKeeper so it is available for whoever does mass mailings in the future. The Argyle Central School (ACS) provided the mailing permit, paper, and printing. They also provided about 300 non-Argyle addresses for people who are not in the town of Argyle, but are in the Argyle school district.
- **Bathroom:** The bathroom is complete, and Julie needs to send final reports to the NYS Construction Grant folks and the Home for Aged Women, who provided the grant monies.
- **Library Website:** Hannah will add information about how to donate to the library to the AFL website. She will include how to leave something to the library in a person's will or trust, as well as how to donate via check. Julie will add a line to the calendar about updating the website with new trustee information every January.
- **Budget Hearing Report:** Hannah attended the budget hearing at the school. Only two people attended, and there were no questions about the library budget.
- **Financial Policy:** The revised Financial Policy changes the audit requirements to now require a formal financial review by an independent CPA once every three years. Joanne motioned to approve the new Financial Policy, Remus seconded the motion, and it passed unanimously.

New Business:

- **Reel for Garden Hose:** The Friends of the Library need a reel for the garden hose to bring the hose closer to the front flower garden. Jill motioned to approve up to \$50 to buy the hose reel, Remus seconded, and the vote was unanimous. Bob was planning to buy this, and Martha will let Bob know the approved amount. She will also follow-up with Carol to ensure the FOL are aware of this.
- **Washing the siding:** Bob said he would get the siding on the addition washed. Martha will see if he needs any help.
- **Attic organizing; old & new tables:** The town will take the old table that we're currently using for meetings and the chairs that go with it. They will also take the glass front bookcase. Shelly (town clerk) will arrange for someone to pick them up when we're ready. We also need to check with the FOL before disposing of the other old chairs (the red, black, and plastic chairs).

Other Business

- **Dawn:** This is the second consecutive meeting that Dawn has missed. Joanne will check with Dawn to let her know that if she misses the June meeting, that will be the third meeting, which will remove her from the board.
- **Committees:** The permanent committee members were reviewed and revised. Following are the current permanent committee memberships:
 - **Finance:** Joanne, Julie, Bob
 - **Building & Maintenance:** Bob, Martha, Joanne

- Bylaws: Martha, Joanne
- Personnel: Jill, Phyllis
- Homework Assignment: We discussed pages 41-59 of the Trustees Handbook.
 - We need a Whistleblower Policy but decided to wait until the Strategic Plan is completed, and review all policies at that time.
 - The Board needs to do Hannah’s annual review
 - Publicity: We discussed using e-mails to help publicize library events and activities. Hannah informed us that privacy laws won’t allow us to use our current library patrons’ email addresses for this without their explicit consent. She will have Sue and Pat start a list and ask patrons for their permission and e-mail addresses as they check out materials.
- Remus gave the Board notice that he is moving and will no longer be able to serve as a trustee. He will send his resignation letter to Martha, and it will be effective after our June meeting.

The meeting was adjourned at 9:05 PM.

The next meeting will be held at 7:00 PM on June 11, 2018.

Respectfully submitted,
Julie Gann, Secretary

| Action Items | | |
|--------------------|--|--|
| Person Responsible | Task | Status / Notes |
| Jill | 5/14/18: put the procedure for doing mass mailings on PodKeeper. | |
| Julie | 5/14/18: send final reports to NYS Construction Grant and Home for Aged Women | Waiting for final check (\$1643) from NYS 6/5/18: completed online report and mailed paper report to NYS Construction Grant 5/31/18: emailed final report to Home for Aged Women |
| Hannah | 5/14/18: update the Financial Policy on the website to the current version | |
| Bob, Martha | 5/14/18: get the siding on the addition washed | |
| Hannah, Joanne | 5/14/18: coordinate with town clerk (Shelly) to pick up table, chairs, bookcase | |
| Hannah | 5/14/18: check with FOL before disposing of old chairs in attic (red, black & plastic) | |

| Action Items | | |
|--------------------|---|---|
| Person Responsible | Task | Status / Notes |
| All | 5/14/18: write a Whistleblower Policy, as required by the Trustees Handbook | 5/14/18: wait until the Strategic Plan is completed |
| All | 5/14/18: review all policies after the Strategic Plan is completed | |
| Hannah | 5/14/18: have Sue and Pat start a list of e-mail addresses of library patrons that we can use to help publicize library events | |
| 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 | 6/4/18: FOL reviewed and approved |
| Joanne | 7/17/17: check with Joseph Cutshall King re a program on local history | 5/14/18: will talk with him 12/11/17: follow up on this later |
| Hannah | 4/9/18: add 'how to donate to the library' information to the website | COMPLETE |
| Julie | 4/9/18: follow-up with McDonald's re furnace repair | |
| Hannah | 3/12/18: prepare and maintain an inventory of non-book items for insurance and replacement purposes in the event of a disaster. | 5/14/18: will do after attic clean-up; taking pictures is sufficient |
| Martha | 3/12/18: prepare an alternate Public Statements Policy for review and discussion at the April Board meeting | 5/14/18: review all policies after Strategic Plan is completed 3/29/18: see Martha's e-mail |
| 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 |
| Martha | 1/8/18: check when our next independent audit is due and add to Events Calendar | 5/14/18: Martha will contact Tara for 2017 review 3/12/18: discuss at April Meeting PARTIAL: Tara Nolan 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 | | |
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| Person Responsible | Task | Status / Notes |
| Martha, ALL | 1/8/18: send reading assignment to all board members for review and discussion at next meeting | ONGOING 5/14/18: read pages 60-82 for June meeting |
| Hannah | 12/11/17: look up ways other libraries raise money | COMPLETE 5/14/18: see ALA website for link 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 | 5/14/18: FOL is working with Doris on this 3/12/18: in progress |
| Hannah | 12/11/17: work up figures for café space donations vs cost for January meeting | 5/14/18: still working details, people have been donating k-cups and money, has had to buy some cups 3/12/18: in progress |
| Hannah | 7/17/17: draft job descriptions & pay scales for each | 5/14/18: no decision made on pay scales, needs further discussion 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 | 5/14/18: OK for now, as book weeding has reduced load; may need some for the kids area, revisit after kids area is moved 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 |
| Hannah, Julie | 4/17/17: convert the digitized yearbooks to Adobe pdf format | 5/14/18: can convert to pdf using MS Word at no charge; revisit in September as possible project for school kids 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. |

| Action Items | | |
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| Person Responsible | Task | Status / Notes |
| Hannah | 4/17/17: develop DB with photos of prom dresses, advertise availability for special occasions. | 5/14/18: re-visit in January 2019; see Joanne's e-mail re use of town hall, need to start earlier (January), maybe let girls keep dresses 12/11/17: in progress, low priority 6/12/17: in progress |

Argyle Free Library
Trustees Meeting
May 14, 2018

Call to Order

Minutes of Last Meeting

Treasurer's Report

Director's Report

Committee Reports

- Strategic Planning Committee

Old Business

- Mass mailing- future use
- Bathroom!
- Website- how to donate; updates
- Budget hearing report
- Financial policy

New Business

- Reel for garden hose
- Washing siding
- Attic organizing
- Tables- new and old

Other Business

- Review homework assignment- pages 41-59

Action Items

Date of Next Meeting

Adjournment

Treasurer's Report May 2018

Account Balances - As of 5/13/2018 (Includes unrealized gains)

| Account | 5/13/2018 Balance |
|--|----------------------|
| Bank Accounts | |
| GF National Bank-Cash Checking | 28,291.13 |
| GF National CD's-Multi-Year Redemption | 60,000.00 |
| TOTAL Bank Accounts | 88,291.13 |
| Cash Accounts | |
| Petty Cash | 0.00 |
| TOTAL Cash Accounts | 0.00 |
| Asset Accounts | |
| Library Bldg | 40,000.00 |
| TOTAL Asset Accounts | 40,000.00 |
| OVERALL TOTAL | 128,291.13 |

2018 Budget to Actual - Year to Date
1/1/2018 through 5/13/2018 Using 2018 Budget

| Category | 1/1/2018 Actual | - Budget | 5/13/2018 Difference |
|-----------------------------------|--------------------|----------------|-------------------------|
| INCOME | 18,843 | 34,025 | -15,182 |
| Copies-Copier & Computer Printing | 162 | 110 | 51 |
| Dividends | 230 | 0 | 230 |
| Fines | 225 | 279 | -54 |
| Interest Received | 0 | 415 | -415 |
| Major Revenue | 15,217 | 33,221 | -18,004 |
| Argyle Town | 11,000 | 11,000 | 0 |
| Donations-Fund Raising & Gifts | 1,092 | 1,105 | -13 |
| Grants | 3,124 | 21,116 | -17,992 |
| Other Inc, Bus | 2,632 | 0 | 2,632 |
| EXPENSES | 50,740 | 54,196 | 3,456 |
| Equipment | 1,409 | 775 | -634 |
| Major Library | 1,538 | 2,081 | 544 |
| Books | 900 | 1,500 | 600 |
| Digital Data | 638 | 331 | -306 |
| Subscriptions-Magazines | 0 | 250 | 250 |
| Membership Fees | 185 | 147 | -38 |
| Payroll Services | 0 | 225 | 225 |
| Program Events | 33 | 0 | -33 |
| Special Programs | 33 | 0 | -33 |
| Renovation | 21,900 | 21,900 | 0 |
| Service Charges (SALS) | 950 | 1,132 | 182 |
| Bus. Insurance | 1,105 | 0 | -1,105 |
| Business Tax | 5,723 | 5,844 | 121 |
| Legal-Prof Fees | 0 | 275 | 275 |
| Office | 182 | 0 | -182 |
| Postage and Delivery | 255 | 315 | 60 |
| Printing and Reproduction | 43 | 123 | 80 |
| Repairs & Maint | 950 | 663 | -287 |
| Supplies, Bus-Supplies | 361 | 442 | 81 |
| Utilities, Bus | 2,674 | 2,870 | 196 |
| Electrical Service | 1,132 | 1,500 | 368 |
| Heating Oil | 980 | 800 | -180 |
| Telephone | 562 | 570 | 8 |
| Wages | 13,055 | 17,403 | 4,348 |
| Net Difference: | -31,896 | -20,171 | -11,726 |

Library Report 05-14-2018

Library Activities

1. Worked on dusty book list for mysteries
2. Processing new material
3. General duties: check-in/out, send list, shelving, etc.

Director Activities

1. Moved bookcase into staff workspace
2. Moved prom dresses back to town hall
3. Worked on summer program
 - a) Brochures for 3 age groups
 - b) Extra credit list
 - c) Buying and organizing prizes
 - d) Reading logs for 3 age groups
4. Worked on dusty book list for children's fiction and nonfiction
5. Informational updates to website
 - a) Board pages
 - b) Summer program pages
 - c) Front page
 - d) Updated new books widgets
6. General activities
 - a) Answering emails, looking for grants, coordinating and planning for execution of SALS construction grant, ordering books and DVDs