

Minutes of the Argyle Free Library Board of Trustees

June 11, 2018

The meeting was called to order at 7:00 PM by Martha Johnson, President.

Members present: Martha Johnson, Joanne McDowell, Julie Gann, Jill Hamilton, Dawn Bevilacqua, Remus Preda, Phyllis Snell, Bob Webster.

Hannah Stahl, AFL Library Director, and Sandy Smith also attended.

Minutes of Last Meeting:

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

Friends of the Library MOU

Remus explained the Memorandum of Understanding that he and Carol Kuhr (President, FOL) drafted. The final MOU would not be legally binding, but it does lay out the expectations of both parties. After a quick review, there were no questions and all board members thought it was acceptable. We will wait until the July meeting when Carol can attend to discuss it. The draft MOU is included at attachment 4 to these minutes.

Treasurer's Report:

Jill presented the Treasurer's Report (Attachment 2). Jill presented the bills for payment approval. All bills were approved for payment. Remus motioned to approve the Treasurer's Report, Bob seconded the motion, and it was unanimously approved.

Library Director Report:

Hannah presented the Library Director's report, summarized below. She has submitted her resignation. Her last day with us will be August 1, 2018.

- **Book Weeding Status:** Hannah is continuing to work on removing 'dusty books', i.e., books that have not circulated for five years. She will complete the weeding of the children's books in time for them to be included in July's book sale.
- She has updated plans for the summer program.
- The ACS yearbooks for 1985-1993 are online on FLICKR. She anticipates completing the remaining yearbooks for 1994-2016 before she leaves.
- She wrote a job description for a summer intern, in the event we are able to hire one or get a volunteer.

Hannah also presented a summary of the projects she's been working on, their current status, and her recommendation for their continuance after she leaves. This summary, along with notes from the resultant discussion, is included as Attachment 3.

Committee Reports

- Strategic Planning Committee: The next meeting is scheduled for July 20 at 2:15 with Erica Freudenberger of SALS. This meeting will set the framework for the Strategic Plan.
- Building/Maintenance Committee:
 - Bob got the large cabinet behind the librarian's desk anchored to the beam, so it won't fall over.
 - Fixed holes in the furnace room internal walls. Need to talk to McDonald's about whether there is a need to have some outside vents for the furnace.
 - Split rail fences: need 13' rails, only found 9' rails; will keep looking
 - Clean siding on addition: needs some scrubbing as powerwashing will not suffice
 - Need inside windows washed: Hannah to have Sue talk with Mary Wicks about this

Old Business

- Financial Review: Martha called Tara Nolan about doing another review of our financial records but got no response. If she cannot get in touch with Tara, she will try Rosemary Kingsley.
- Snow Removal: Jill will ask Ethan Henderson
- Book Donations Before Sale: We agreed to take whatever books people give us in June for the sale, without sorting them. Hannah will call Jill if she needs help getting the donated books upstairs. We will have no limits on when people can donate books during June. All dusty books weeded from the collection in June will also be saved for the July book sale.
- Book Sale: Bob is in charge of the book sale. Hannah will contact the ACS Drama Club to see if they are interested in the shoes, dresses, etc. that are not appropriate for the prom. The volunteer schedule for the book sale is as follows:
 - June 15 @ 10:00 – Joanne, Jill and Sandy for book sorting
 - July 3 @ 2:00 – Phyllis, Julie, Martha set up for book sale
 - July 4 7:20 – 12:00 - Joanne, Phyllis, Martha, Rob Sellar, Remus for book sale.

New Business:

- Repair Café: Good idea, but follow-up after summer with new Library Director
- Parade Committee: Bob reported that we have given \$100 to the Fire Department's Parade Committee in past years. Jill will add a line item to the budget for this. Remus made a motion to donate \$100 to the parade committee, Bob seconded the motion and it was passed unanimously. NOTE: Jill checked the records after our meeting and reported that we normally donate \$100 - \$125 each year to the Fire Department, and we have already donated \$125 this year. Since the motion to donate \$100 to the Parade Committee was based on the assumption

that we normally do this, she sent an e-mail asking if we should delay this decision until our July meeting.

- Disaster Planning Webinar: SALS is sponsoring a webinar on Disaster Planning for Wednesday, June 20 from 11:00-12:00. The webinar is already full, so Hannah will check on how someone from our Board can listen to it later. Joanne and Julie will listen to the webinar once it is available. Joanne noted that the village has adopted the Washington County Disaster Plan.

Other Business

- Board Members: This is Remus's last meeting. We are sorry to see him go. Sandy Smith volunteered to serve on the board, and was unanimously voted in.
- Search for New Library Director: Hannah has some ideas for the new library director that could be added to the job description. These include:
 - Weeding the collection once a year
 - Basic shelf maintenance: checking that materials are shelved in the correct place, leaving shelf space for additional books, moving books as needed
 - Prepare a Collection Development Plan
 - Book Organization:
 - When a series has multiple authors, keep all series books together instead of sorting by author (e.g., American Girl series). This is done by giving all books in the series one call number, so they get shelved together. These books are currently on the shelf by the bathroom.
 - Books are currently sorted by genre. This can cause difficulties finding a book when it can be classified in multiple genres. Hannah recommended that the new director consider reshelving the books based on authors instead of genres.
 - Romance paperbacks are not currently catalogued, and so not included in the SALS statistics. The librarians could keep a tally sheet so these could be included in the Annual Report, but this is not currently being done.
 - Consider hiring a clerk, maybe about 10 hours/week, to help with technology issues. This clerk could answer patron's technology questions, catalog books, help maintain the shelves, replace damaged books, and continue the dusty book reports and weeding.
 - Hannah provided estimates of the various tasks she does and how much time she allocates to each.
- Homework Assignment: Due to the length of this meeting, we postponed this discussion until our July meeting.

The board then went into executive session to discuss Hannah's resignation and the search for a new Library director.

The meeting was adjourned at 9:28 PM, per a motion made by Martha, seconded by Sandy, and unanimously agreed to by the Board.

The next meeting will be held at 7:00 PM on July 9, 2018.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Joanne, Julie	6/11/18: listen to SAL's Disaster Planning webinar www.nyla.org ; 6/26/18 newsletter has link to webinar	7/8/18: link to webinar: https://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&DocID=2545&MenuKey=career
All	6/12/18: revisit potential \$100 donation to Parade Committee	
TBD	6/11/18: Repair Café program	Start after summer, when new director is here
Hannah	6/11/18: contact ACS Drama Club about taking clothes, shoes, etc. that are not appropriate for the prom	
Jill	6/11/18: check with Ethan Henderson about doing our snow removal this coming winter	
Martha	6/11/18: find someone to do a financial audit for us	
Julie	7/8/18: add 'buy new computers' to Calendar of Events	When should this event occur?
TBD	6/11/18: bathroom curtain/blind; cleaning attic	
Hannah	6/11/18: put moving plan for library on PodKeeper; check to see if SALS grant will allow hiring professional movers	6/5/18: JA moved internet connections
Hannah	6/11/18: Get Polaris account for Pat, arrange Polaris training for Pat	
Hannah, Julie	6/11/18: get together to train Julie on FB and website updates; Flickr where digitized yearbooks are	
Hannah	6/11/18: have Sue talk with Mary W. re washing inside of windows	
Joanne	6/11/18: get estimate for scrubbing siding on addition	

Action Items		
Person Responsible	Task	Status / Notes
Joanne	6/11/18: check with McDonald's to see if outside venting is needed for furnace	
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	COMPLETE 7/7/18: Jill reported that we did receive final check 6/5/18: completed online report and mailed paper report to NYS Construction Grant; Waiting for final check (\$1643) from NYS 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)	
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

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 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.
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

Action Items		
Person Responsible	Task	Status / Notes
??	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.
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

June 11, 2018

Call to Order

Minutes of Last Meeting

Friends of Library MOU

Treasurer's Report

Director's Report

Committee Reports

- Strategic Planning Committee
- Building Committee

Old Business

- Financial review
- Friends MOU
- Building maintenance/ snow removal
- Book donations before sale
- Book sale

New Business

- Repair Cafe
- Parade Committee
- Disaster planning/ webinar
- New Director search

Other Business

- Review homework assignment- pages 60-82

Action Items

Date of Next Meeting

Adjournment

Treasurer's Report June 2018

Account Balances - As of 6/7/2018 (Includes unrealized gains)

Account	6/7/2018 Balance
Bank Accounts	
GF National Bank-Cash Checking	22,907.66
GF National CD's-Multi-Year Redemption	60,000.00
TOTAL Bank Accounts	82,907.66
Cash Accounts	
Petty Cash	77.64
TOTAL Cash Accounts	77.64
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	122,985.30

2018 Budget to Actual - Year to Date

1/1/2018 through 6/7/2018 Using 2018 Budget

6/7/2018

Category	1/1/2018 Actual	- Budget	6/7/2018 Difference
INCOME	19,070	34,379	-15,310
Copies-Copier & Computer Printing	207	131	76
Dividends	230	0	230
Fines	272	339	-68
Interest Received	0	415	-415
Major Revenue	15,340	33,494	-18,154
Argyle Town	11,000	11,000	0
Book sales	0	70	-70
Donations-Fund Raising & Gifts	1,216	1,308	-93
Grants	3,124	21,116	-17,992
Other Inc, Bus	2,643	0	2,643
EXPENSES	56,272	58,382	2,110
Equipment	1,409	775	-634
Major Library	2,311	2,143	-168
Books	1,328	1,500	172
Digital Data	764	393	-371
Subscriptions-Magazines	219	250	31
Membership Fees	185	174	-11
Payroll Services	0	225	225
Program Events	154	105	-49
Special Programs	33	0	-33
Summer Prog	121	105	-16
Renovation	21,900	21,900	0
Service Charges (SALS)	1,149	1,311	162
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	256	667	411
Printing and Reproduction	45	181	136
Repairs & Maint	1,821	785	-1,036
Supplies, Bus-Supplies	406	518	111
Utilities, Bus	2,674	2,870	196
Electrical Service	1,132	1,500	368
Heating Oil	980	800	-180
Telephone	562	570	8
Wages	16,574	20,609	4,035
Net Difference:	-37,202	-24,002	-13,200

Library Report 6-11-2018

Key:	Successfully passed on	Given up or finished	In progress	Hannah Will Finish
Project Name	Project Description	Project Status	Project Decision	Notes from 6/11/18 Board Meeting
Prom Dress	150 or so dresses, shoes, purses that are available for girls to take out for prom. Currently housed at the town hall	Can be given to interested person who works at town hall or kept for new director		Pass on to new director. Hannah will move the shoes and other prom items currently in the library to the town hall.
Seed Library	Collection of seeds available for people to use for their gardens	Basically now defunct because seeds are old and there are no new donations	Abandon	Agree
Strategic Plan	5 year plan for the direction of the library	In progress	Hannah will give recommendations and when board writes plan, Hannah will give input	Agree
Technology Trainers	Program in which people can book one-on-one help with technology questions	Basically now defunct because we only have one active volunteer. Can be given to new director to revitalize.		Keep this going. Pat and Sue can call trainer when someone wants help or training. New director can try for more volunteers (high school students?)
Brownstone Book Donation	We received 250 children's books from them in 2017	Hannah is weeding and expanding children's area to be able to add them to collection	New director, Sue, and Pat can catalog books and put them in collection	takes 5-10 minutes/book to catalog; Pat needs Polaris account and training; work on after moving children's area

Key:	Successfully passed on	Given up or finished	In progress	Hannah Will Finish
Project Name	Project Description	Project Status	Project Decision	Notes from 6/11/18 Board Meeting
Repainting of Tables and Chairs	Marge Bartow sent out a request on FPF asking if anyone had tables and chairs she could borrow for a teen art project. I offered her the table and chairs I was planning on putting in our teen space	Need to email Marge Bartow and tell her to connect with Joanne when project is ready to start	Pass on to new director	Hannah offered Marge the round table & associated chairs
Yearbook Digitization	OCI digitized ACS Yearbooks up until 2016	Up to 1993 available online	Hannah will finish before she leaves	ACS POC was school librarian, has since left ACS; school does have CDs of the yearbooks; these are on Flickr
Painting Library	Hannah secured funding from Friends in 2017 to repaint the library	Hannah will get volunteers to finish repainting		will repaint only the walls
Weed Collections and Rearrange	Hannah secured funding in a SALS 2018 Construction grant to renovate and rearrange library	Hannah will finish weeding and get volunteers to rearrange the library		TOP PRIORITY includes setting up new table/chairs & having town take old ones; will finish weeding kids section before July book sale; will put moving plan on PokKeeper; internet wiring should be done in July; check to see if grant allows hiring professional movers

Key:	Successfully passed on	Given up or finished	In progress	Hannah Will Finish
Project Name	Project Description	Project Status	Project Decision	Notes from 6/11/18 Board Meeting
Added at 6/11/18 Board Meeting				
Library of Congress Free Books				last done July 2016; Hannah says we get their dusty books and is not sure it's worthwhile to continue
Attic Cleaning				TBD
Summer Program				Hannah will be here for all except the last program (snakes)
Bathroom Curtain				Julie suggested wooden blinds instead of cloth curtain

Draft Memorandum of Understanding Between
The Friends Committee of the Argyle
Free Library and the Argyle Free Library

The following will constitute an operating agreement between the Friends Committee of the Argyle Free Library (Friends Committee) and the Argyle Free Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends Committee and the Argyle Free Library administration. The Friends Committee is a committee of the Board of Trustees of the Argyle Free Library. It operates under the non-profit, 501c3 status of the Library. (The Friends Committee's mission is to raise money and public awareness in the community to support the services and programs of the Library.) (*The Friends of the Argyle Free Library is a service organization whose purpose shall be to acquaint the community with the library's resources and services, to interpret the library's needs and programs to the community, and to provide assistance in the satisfaction of such needs and programs.* Friends By-Laws 2010)

The Library agrees to include the Friends Committee in the long-term planning process to ensure that the Friends Committee is aware of the goals and direction of the library.

The Library agrees to share with the Friends Committee the library's strategic initiatives at the beginning of each fiscal year and discuss with the Friends Committee how their resources and support might help forward these initiatives.

The Library agrees to supply the Friends with a "wishlist" each year that indicates the anticipated needs for Friends Committee support.

The Library agrees to provide public space for Friends Committee membership brochures and promotional materials and storage space for program materials.

The Library will maintain its 501c3 status to ensure that the Friends Committee will be able to accept donations on behalf of the library and to apply for program grants.

The Friends Committee agrees to publicly support the Library and its policies.

The Friends Committee agrees to include a member from the library's administration as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report. *Likewise, a member of the Friends Committee will attend Library Board meetings and report about Friends' activities.*

The Friends Committee agrees that any and all monies raised by the Friends Committee will be deposited in the Library's bank account. These monies will be shown as a separate line in the Library's fiscal reports.

The Friends Committee agrees that any and all monies raised will be spent exclusively for library programs, services, and other Library defined needs. Expenditures must be agreed to by both the Friends Committee and the Library.

The Friends Committee agrees that the library administration has the final say in accepting or declining any and all gifts made to the library.

The Friends Committee agrees that if they cease to actively fundraise and promote the Library, they will disband allowing for a new Friends group to be established in the future.

Other possible paragraphs:

The Friends Committee may, with the approval of the Library, create and promote educational and cultural programs for presentation in the library or other community space.