

Minutes of the Argyle Free Library Board of Trustees

July 9, 2018

The meeting was called to order at 7:01 PM by Martha Johnson, President.

Members present: Martha Johnson, Joanne McDowell, Julie Gann, Jill Hamilton, Sandy Smith, and Bob Webster.

Hannah Stahl, AFL Library Director, and Sarah Dallas and Erica Freudenberger of SALS also attended.

Sarah Dallas – SALS Presentation:

Sarah Dallas and Erica Freudenberger gave a presentation describing the services SALS provides to member libraries. Her talk is summarized in Attachment 4. She also provided a list of recommended policies that all libraries should have. This is also included in Attachment 4. Sarah recommended that we consider buying a thermal printer for the librarians to use for patron receipts, instead of stamping books.

Minutes of Last Meeting:

Minutes of our June meeting were reviewed. Bob motioned to approve them with no changes, Sandy seconded, and the vote was unanimous.

Treasurer's Report:

There was a carry-over item from our June meeting about a second donation to the Fire Department's July 4th Parade Committee. Jill researched this donation, and found that we donated one time to the Fire Department last year. That donation has already been made. Bob motioned that we not donate any additional money to the fire department for the July 4th parade, Joanne seconded the motion, and it passed unanimously.

Jill reported that our July 4th book sale netted \$429 in book sales and \$227 in popcorn for a total of \$656. A three-year \$25,000 CD is maturing this month. She will research interest rates, and roll over this CD to a new 5-year CD. Jill motioned to use the interest from the maturing CD to add to the previously budgeted money for new computers to enable us to purchase two new computers (one staff computer and one public computer) to replace the older, no longer supported computers. Julie seconded this motion, and it passed unanimously.

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

Library Director Report:

Hannah presented the Library Director's report. It is summarized below and included as Attachment 3. She requested to move her last day with us from August 1 to July 26, 2018.

- Book Weeding Status: Hannah, Sue and Pat continued the weeding, working on the mystery books. The weeding of the children's books was completed in time for the July 4th booksale.
- Adirondack Cabling came and installed the new ethernet jacks, so the rest of the library move plan can now be scheduled. Joanne will talk with Shelly about a date for the town to pick up the glass front bookcase and large table.
- Started work on Library Director transition binders for the new director. This information is also on the laptop computer.
- Hannah contacted SALS about Polaris and Overdrive refresher training for Sue and Pat. Jill will follow up on this.
- The Summer Program kickoff party was held, but not well attended. We discussed the need to get the word out to the community for the upcoming programs. Hannah is to contact local newspapers, the church Wyldlife program, and Front Porch Forum to try to increase attendance.

Hannah also gave an estimate of how much time she spends on her various Library Director duties. This is included in 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:
 - There is mold on the back side on the building, due to the need to have the gutter replaced
 - We need a lockable cabinet for the cleaning supplies. Check to see how much money is left in the SALS grant, and use that if possible.
- Personnel Committee: There are four applications for the Library Director position. Julie will send Jill the interview questions we used in 2016, so the Personnel Committee can adjust them for this year's interviews.

Old Business

- Financial Review: Tara Nolan is not available to do our financial review. Martha is trying to get in touch with Rosemary Kingsley to see if she is available.
- SALS Joint Automation Computer Purchase: Per the discussion in the treasurer's report, Julie will work with Hannah to order two new computers, one staff computer and one public computer.

New Business: The Building Committee recommended that we consider hiring a part-time maintenance man, as the current board members are unable to keep up with the to-do list. Joanne knows a good handyman (Jim) who would do this kind of work for \$30/hour. Consider this when doing the 2019 budget.

Other Business

- Homework Assignment: Due to the length of this meeting, we postponed this discussion until our August meeting.
- Martha will buy a thank you card for Remus and bring it in for all of us to sign.

The meeting was adjourned at 9:20 PM, per a motion made by Joanne, seconded by Jill, and unanimously agreed to by the Board.

The next meeting will be held at 7:00 PM on August 13, 2018.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Julie	7/9/18: work with Hannah to order two new computers	7/12/18: one staff and one public computer ordered; delivery date TBD
TBD	7/9/18: if there is money left in the SALS grant, buy a lockable cabinet for cleaning supplies	
Jill, Library Director	7/9/18: consider including about 10 hours/month for a handyman at \$30/hour	Due about October, as start the budget planning then
Joanne/Bob	7/9/18: replace gutter on back of building, clean off mold on siding	
Jill	7/9/18: follow up with SALS on Polaris and Overdrive refresher training for Sue and Pat – maybe on a Friday?	
All	7/9/18: consider buying a thermal printer for patron book receipts instead of stamping books	7/12/18: decision due March 2019 along with new computer order; as of 7/12/18, the receipt printer is \$260, cost for carton of thermal paper rolls (50 rolls, each 230') is TBD
TBD	6/11/18: have Sue talk with Mary Wicks about washing the inside of the windows	

Action Items		
Person Responsible	Task	Status / Notes
Joanne	6/11/18: Check with McDonald's to see if the furnace needs an outside vent	
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/4D CGI/cms/review.html?Action=CMS_Document&DocID=2545&MenuKey=career
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	7/9/18: Tara Nolan is no longer doing this. Martha is checking with Rosemary Kingsley
TBD	6/11/18: bathroom curtain/blind; cleaning attic	
Hannah	6/11/18: Get Polaris account for Pat, arrange Polaris training for Pat	
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	
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)	

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		
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		
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
July 9, 2018

Call to Order

Welcome Sara Dallas-SALS presentation

Minutes of Last Meeting

Treasurer's Report

Director's Report

Committee Reports

- Strategic Planning Committee
- Building Committee
- Personnel committee

Old Business

- Financial review
- Book sale
- JA supported computer purchase

New Business

- Hiring out building maintenance/repair

Other Business

- Review homework assignment- pages 60-82

Action Items

Date of Next Meeting

Adjournment

Treasurer's Report July 2018

Account Balances - As of 7/6/2018

(Includes unrealized gains)

Account	7/6/2018 Balance
Bank Accounts	
GF National Bank-Cash Checking	21,256.30
GF National CD's-Multi-Year Redemption	60,000.00
TOTAL Bank Accounts	81,256.30
Cash Accounts	
Petty Cash	17.74
TOTAL Cash Accounts	17.74
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	121,274.04

7/6/2018

2018 Budget to Actual - Year to Date

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

Category	1/1/2018 Actual	- Budget	7/6/2018 Difference
INCOME	21,686	35,192	-13,506
Copies-Copier & Computer Printing	257	155	102
Dividends	230	25	205
Fines	324	410	-86
Interest Received	0	415	-415
Major Revenue	17,699	34,168	-16,469
Argyle Town	11,000	11,000	0
Book sales	429	300	129
Donations-Fund Raising & Gifts	1,503	1,558	-55
Grants	4,767	21,116	-16,349
New York State-SALS	0	194	-194
Other Inc, Bus	2,643	19	2,624
EXPENSES	60,599	64,193	3,594
Uncategorized	11	0	-11
Donations	225	0	-225
Equipment	1,409	775	-634
Major Library	2,466	2,505	39
Books	1,328	1,790	462
Digital Data	919	465	-454
Subscriptions-Magazines	219	250	31
Membership Fees	60	206	146
Payroll Services	0	225	225
Program Events	349	537	188
Special Programs	33	0	-33
Summer Prog	316	537	221
Renovation	21,900	21,900	0
Service Charges (SALS)	1,348	1,523	174
Bus. Insurance	1,105	0	-1,105
Business Tax	5,723	6,414	691
Legal-Prof Fees	0	275	275
Postage and Delivery	256	682	426
Printing and Reproduction	45	373	328
Repairs & Maint	1,841	929	-912
Supplies, Bus-Supplies	615	590	-25
Utilities, Bus	2,674	2,870	196
Electrical Service	1,132	1,500	368
Heating Oil	980	800	-180
Telephone	562	570	8
Wages	20,040	24,390	4,350
Net Difference:	-38,913	-29,001	-9,913

Library Report 7-09-2018

Library Report 7-9-18

Library activities

- 1.) Continued weeding of mystery
- 2.) General duties: check in, checkout, etc.
- 3.) Adirondack Cabling came and installed the jacks we needed in back room to move computers in there

Director activities

- 1.) Finished weeding of children's section
- 2.) Final weeding of non-fiction
- 3.) Shifted adult non-fiction collection down to make room for DVD collection
- 4.) Moved Adult DVD collection into back room
 - a.) Julie provided us with extra shelves to create more space
- 5.) Moved J Fict collection into front room *Juvenile*
- 6.) Started work on Director Transition and Program binders
 - a.) Both are around 50 pgs and in the crate I will hand over to Board
 - i.) Still in draft stage at the moment
- 7.) Went through old files and pulled relevant ones into crate for Board/Director to go over
- 8.) Went through all old accounts and changed email and passwords to generic email and passwords so Board/new Director can access all accounts
- 9.) Contacted SALS/JA about providing Overdrive and Polaris refresher course for Sue and Pat
- 10.) Summer reading kick-off party *Jill will do*

Hannah Stahl

Argyle Free Library Director

Transition Package for Future Library Director

Contents

This package is not numbered, but is sorted by sections. Programs are in a separate binder.

Section 1

Calendar of important events

Policies and Procedures

Section 2

Account Information

Section 3

History of the Library

Annual Report Information

Book Vendor Information

Friends of the Library Information

Section 4

Staff Information

Section 5

Collection Information

Section 6

Strategic Plan

Section 7

Grants and Awards

Section 8

List of all initiatives and projects

Hannah's Recommendations for the Future

Hannah Stahl Weekly and Monthly Work Estimates

Average Workweek/Month

Task	Time Spent Weekly (estimate)	Time Spent Monthly (High estimate)	Time Spent Monthly (low estimate)
Check and respond to emails	3-4 hours	16 hours	10 hours
Technology questions and training	1-2 hours	8 hours	3 hours
Check and update website and Facebook	1 hour	4 hours	2 hours
Weeding of collection	3 hours	12 hours	12 hours
Marking new books that we've had for 3 months or longer as old and putting them in general collection	N/A	1 hour	1 hour
Cataloging new books and DVDs	N/A	1 hour	1 hour
Staff Payroll	N/A	30 minutes	15 minutes
Create graphics for events, posters, etc.	30 minutes to 1 hour	4 hours	2 hours
Reviewing titles, ordering titles, etc.	N/A	4 hours	4 hours
Prep for board meeting (writing up director's report, reviewing materials, writing/prep for proposals, etc.)	N/A	3 hours	1 hour

Totals	11	50.5	40.25
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Special Projects

Task	Time Spent (High Estimate)	Time Spent (Low Estimate)
Summer Program Research and Planning	30 hours	15 hours
Summer Program Outreach (Making flyers, updating website, emailing teachers, meeting with teachers, etc.)	10 hours	5 hours
Summer Program Execution	25 hours	15 hours
Yearbook Digitization Project	15 minutes per yearbook for uploading, editing, and updating the website 15.75 hours	N/A
Construction Grant Writing	4 hours	2 hours
Construction Grant Execution (Ordering items, putting together items, moving collections, writing final report)	30 hours	10 hours

Talking points for Board Visit 2018

Heads up – the Division of Library Development is looking to amend the public library minimum standards. And there is work being done to look at mandatory Continuing Education for trustees.

Look at your collection development policies, patron behavior policies and meeting room policies very carefully. Sharing responding to and preparing for controversial programs and speakers Q/A; Services to People with Disabilities: An Interpretation of the Library Bill of Rights; Meeting Rooms: An Interpretation of the Library Bill of Rights

- 1) Top services:
 - a. JA support
 - i. Computers
 - ii. Network
 - iii. POLARIS
 - iv. Wireless
 - b. Training through JA and SALS staff
- 2) Will continue to provide Delivery
- 3) Continue to provide Advice and Support
 - a. Through SALS Staff
 - b. Through continuing education opportunities
 - c. Better promotion of webinars and workshops
 - d. On demand Trustee CE and director training and assistance
- 4) CHALLENGE GRANTS Expanding
 - a. Facility Upgrade Challenge grants – increased to \$30,000 available funds
 - i. Will include approval for libraries to work with a building consultant
 - ii. Projects range will be expanded; able to do different things
 - iii. In SALS 2018 budget – will send out applications after Oct approval of budget.
 - b. Program Services Grant – increased to \$70,000 available funds
 - i. One time funding
 - ii. Libraries can try new services
 - iii. Must have community partner
 - iv. Libraries can work with other libraries for a broader project
 - v. Can be a new component of an existing program
 - vi. Must fit into the library's Plan of Service
 - vii. Money can be used to try new programming – shared authors, etc
 - viii. Money can be used to purchase technology tools or services that may enhance current library services.
 - ix. In SALS 2018 budget - will send out applications after Oct approval of budget
- 5) CE
- 6) Take advantage of your membership in NY Council of Non Profits -webinars, workshops, and advice given by experts in the community.
- 7) Erica Freudenberger Outreach Coordinator – she has been working on Literacy services, Libraries Mean Business, sending out weekly newsletter to improve communication. She is a wealth of information.
- 8) Jack Scott he has children/youth, technology and many training skills. He will begin visiting libraries. He will begin working with you to keep you informed of new technologies, provide training for the staff and maintain the SALS website and assist with yours

Talk about documents

Recommended Policies Checklist

External

Circulation

- ☐ Customer Service
- ☐ Patron Confidentiality
 - Law Enforcement Inquiry
- ☐ Lending Rules
 - Non-Resident Borrowing

Collection

- ☐ Collection Development
 - Weeding
- ☐ Censorship:
 - Challenge of Library Materials
 - Freedom to Read (ALA)
 - Freedom to View (ALA)
- ☐ Copier/Copyright
- ☐ Local History

Public Space

- ☐ Accessibility/ADA Statement
- ☐ Exhibit/Posting
- ☐ Incident Report Form
- ☐ Meeting Space/Equipment
- ☐ Patron Behavior/Code of Conduct
- ☐ Patron Complaints
- ☐ Programming
- ☐ Tutoring
- ☐ Unattended Children
- ☐ Vulnerable Adults

Technology

☐ Library Equipment Usage:

- Computers
- Printers
- Devices
- 3D Printer

- ☐ Internet Use
- ☐ Wireless Use
- ☐ Website

Internal:

Board

- ☐ Code of Ethics/Conduct
- ☐ Conflict of Interest
- ☐ Continuing Education
- ☐ Meeting Procedures
 - Public Expression
- ☐ Removal of a Trustee

Administrative

- ☐ Business Continuity Plan
- ☐ Inclement Weather/Closing
- ☐ Public Access to Records (FOIL)
- ☐ Public Relations (including Social Media)
- ☐ Records Retention

Continued...

Financial Controls

- ☐ Audit/Review Schedule
- ☐ Claims Audit Process
- ☐ Credit Card
- ☐ Disposition of Surplus Property
- ☐ Friends Group Memo of Understanding
- ☐ Fund Balance & Reserve Funds
- ☐ Fundraising/Gift
- ☐ Investments
- ☐ Inventory/Fixed Assets
- ☐ Online Banking & Wire Transfers
- ☐ Petty Cash
- ☐ Purchasing/Procurement
- ☐ Travel & Conference

Personnel

- ☐ Attendance/Leave
- ☐ Code of Conduct
- ☐ Computer/Internet/Email/Social Media Use
- ☐ Continuing Education
- ☐ Discipline/Termination

- ☐ Equal Employment Opportunity
- ☐ Evaluation Procedure
- ☐ Grievance Procedure
- ☐ Harassment
- ☐ Jury Duty
- ☐ Nepotism
- ☐ Orientation
- ☐ Outside Employment
- ☐ Personnel Records Access
- ☐ Probationary Period
- ☐ Recruitment/Hiring
- ☐ Salary/Benefits
- ☐ Volunteers
- ☐ Whistleblower Protection

Safety

- ☐ Emergency Plan
 - Disaster Recovery
 - Active Shooter Procedures
- ☐ Fire Safety
- ☐ Workplace Safety

This Policy Checklist is offered as a guideline of typical public library policies. Though terminology may vary, every library board is required to adopt appropriate policies for their institution (8 NYCRR § 90.2). *For helpful information on developing policies, libraries are encouraged to contact their public library system.*

Source: Source: *Handbook for Library Trustees of New York State*, 2016 Edition

Southern Adirondack Library System 2018 Challenge Grant Application

Budget:

In the "details" column, provide information on the cost of each item and the number of items to be purchased.

Category	Project Funds Requested	In-Kind	Total	Details
Personnel			-	
Equipment	966.59		966.59	Moving and adding computer cabling to our back room via Adirondack Cabling, Inc. Please see attached sheet for detailed quote.
Materials/Supplies	2,157.81		2,157.81	Balt Mobile Flip Training Tables via Demco (Rectangular 29 1/2" x 60" x 24" = \$424.99 x 2 = \$849.98 and Half Round 29 1/2" x 48" x 24" = \$399.99 x 2 = \$679.98) Staples Vexa Mesh Chair (\$59.99 x 8 = \$479.92) Intex Beanless Bag Chair via Walmart (\$28.99 x 2 = \$57.98) KIDS Value Rugs, Reading Robots via the Library Store (\$89.95)
Total	\$ 3,124.40	\$ -	\$ 3,124.40	

Library Director Signature: _____

Submission Date: _____

Board Approval Date: _____

Submit all documents as PDFs through our online application portal.

**Southern Adirondack Library System
2018 Challenge Grant Application**

Hand-written applications will not be accepted.