

# Minutes of the Argyle Free Library Board of Trustees

## August 13, 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, Sandy Smith, and Phyllis Snell.

Carol Kuhr, president of the Friends of the Library also attended.

### **Friends of the Library MOU Presentation:**

Carol Kuhr reported that on July 4, 2018 the Friends of the Library approved the Memorandum of Understanding that would change the FOL from a separate organization to a permanent committee of the Board of Trustees. Joanne made a motion to approve that same MOU, Sandy seconded the motion, and it passed unanimously. Catrina (treasurer for the FOL) and Jill will review the FOL's financial statements for their savings and checking accounts, and work with Glens Falls National Bank to determine the best way to combine or otherwise handle the FOL finances in the future.

The FOL are planning a 'revitalization' meeting on August 29 at 6:00PM. They need \$50 for refreshments. Sandy motioned to approve the \$50 expenditure, Jill seconded the motion, and it was unanimously approved.

### **Minutes of Last Meeting:**

Minutes of our July meeting were reviewed. A couple of typos were noted. Phyllis motioned to approve them with the noted changes, Joanne seconded, and the vote was unanimous.

### **Treasurer's Report:**

Jill reported that the CD that matured last month earned \$302 in interest. The new rollover CD has a much higher interest rate. We received a payment from SALS of approximately \$1400. Jill presented the Treasurer's Report (Attachment 2) and the bills for payment approval. All bills were approved for payment. Julie motioned to approve the Treasurer's Report, Sandy seconded the motion, and it was unanimously approved.

### **Committee Reports**

- **Personnel Committee:** We held three interviews for Library Director on Saturday, August 11. After some discussion about what we needed in a LD, Joanne made a motion to hire Adah L. DeRosier as our LD. Jill seconded the motion, and it passed unanimously. Joanne made a motion that the offer letter would include a salary of \$22/hour for a 20 hour week, three weeks (60 hours) of paid time off each year, a six-month probationary period with the possibility of a raise at the end of that period. Sandy seconded the motion, and it passed unanimously. We also agreed that the personnel committee would do Ada's six-month and annual reviews, with

inputs from the rest of the board. Once we receive Ada's signed acceptance letter, Jill or Phyllis will notify the other two applicants that were interviewed.

- **Strategic Planning Committee:** The SP Committee met on July 20 with Erica Freudenberger of SALS. We established three goals for the SP, along with ways to achieve those goals. The SP Committee will draft a plan, then let our new LD review it and give her inputs before we send the draft to the community for their comments.
- **Building/Maintenance Committee:** postponed to next meeting.

### **Old Business**

- Homework Assignment – Lessons Learned from Previous LD (Hannah):
  1. Board needs to prioritize LD tasks/projects. For example, Brownstone donated several books to our library, but they were never cataloged.
  2. Board needs to provide more oversight to ensure the LD is aware of and meets the Board's expectations.
  3. Board needs to ensure there is an open and honest 2-way dialog between the LD and the Board to make sure that concerns are fully addressed.
  4. Board needs to work with LD when starting a project to ensure that adequate planning is done, needed resources are available, and that the project is publicized appropriately.
- Financial Review: Dana Clark is not available to do our financial review. Joanne will check with Wes Clark to see if he is willing to do this.

### **New Business:**

- Computer Use Policy Violation: A patron has repeatedly violated our Computer Use Policy. That policy does not include any penalties for violations. Martha will check with the

Greenwich Library Director to see how they handle this situation, then we will update our policy.

- Argyle Maps – where to put them: One copy is currently framed and is hanging on the wall. The other copies can be given away, possibly during a TBD program on Argyle history.
- Getting Items Into the Library System: Pat and Sue are scheduled to get Polaris training next Friday, August 24. Someone from SALS will come to the library for that training. Sandy is planning to attend that training.
- Moving Prom Gown Items: Phyllis will move these items to the town hall with the rest of the prom gowns and other items.
- New Chair for Patron Computer: The Board decided that, instead of spending money on another chair, one of the new conference table chairs can be used there.
- Exit Interview: postponed to September meeting, as the meeting is running late
- Paid Time Off Policy: Julie will draft a PTO policy for the board to review. PTO will include time off for holidays, vacations, and sick time. The policy will address how much PTO can be accrued, and what happens to unused PTO.
- Pat & Sue Training: see above for Polaris training. Julie will do some additional training, starting with e-mail and e-books.
- Computer Account Transition Summary: Julie met with Hannah to go over the various computer accounts, and get the logins and passwords to each of them. Julie will maintain the web and Facebook pages until the new LD is ready to take them over. Hannah opened a Flickr account to use for the digitized ACS yearbooks. However, due to a Flickr constraint, Hannah was not able to transfer that account to Julie. We will need to find a better application to use for the digitized yearbooks.

**Other Business:** none

The meeting was adjourned at 9:02 PM, per a motion made by Sandy, seconded by Julie, and unanimously agreed to by the Board.

The next meeting will be held at 7:00 PM on September 10, 2018.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
ALL	8/13/18: sign the card Martha bought for Remus. It's in the Board's drawer at the library.	
LD, Julie	8/13/18: work the school to get volunteers to transfer the digitized yearbooks to the internet	
LD - Ada	8/13/18: give away extra copies of Argyle map during a relevant program, perhaps on Argyle's history	Time and program specifics are TBD, not a high priority
Phyllis	8/13/18: move the prom items still at the library to the town hall storage space	
Julie	8/13/18: draft PTO policy	
Martha	8/13/18: check with Greenwich's LD to see how they handle violations of Computer Use policy	
Joanne	8/13/18: check with Wes Clark to see if he can do our required financial review	
Julie LD	8/13/18: develop checklist of planning steps to ensure new projects get adequate resources and realistic schedules	
Jill, Phyllis, Board	8/13/18: Board to give LD review inputs to personnel committee; personnel committee to do LD 6-month and annual reviews	Due September 2019, board give inputs by August 2019
Jill, Phyllis, Board	8/13/18: Ada's six month review	Due March 2019; board give personnel committee inputs prior to that date
Jill, Phyllis	8/13/18: notify the two applicants we interviewed that we hired someone else	
Jill, Catrina	8/13/18: work with GFN on best way to combine FOL and Trustee bank accounts	
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

Action Items		
Person Responsible	Task	Status / Notes
TBD	6/11/18: have Sue talk with Mary Wicks about washing the inside of the windows	
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 <a href="http://www.nyla.org">www.nyla.org</a> ; 6/26/18 newsletter has link to webinar	7/8/18: link to webinar: <a href="https://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&amp;DocID=2545&amp;MenuKey=career">https://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&amp;DocID=2545&amp;MenuKey=career</a>
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	

Action Items		
Person Responsible	Task	Status / Notes
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
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  
August 13, 2018

Call to Order

Friends of the Library MOU presentation

Minutes of Last Meeting

Treasurer's Report

Committee Reports

- Personnel committee
- Strategic Planning Committee
- Building Committee

Old Business

- Homework assignment- what we learned
- Financial review

New Business

- Computer use policy violation
- Argyle map- where should it go?
- Getting items into the library system
- Moving prom gown items
- New chair for patron computer
- Exit interview
- Paid time off policy
- Pat and Sue training-Polaris, Overdrive from SALS; general from Julie
- Computer account transition summary

Other Business

Action Items

Date of Next Meeting

Adjournment

## Treasurer's Report August 2018

### Account Balances - As of 8/13/2018 (Includes unrealized gains)

Account	8/13/2018 Balance
<b>Bank Accounts</b>	
GF National Bank-Cash Checking	17,839.31
GF National CD's-Multi-Year Redemption	60,000.00
<b>TOTAL Bank Accounts</b>	<b>77,839.31</b>
 <b>Cash Accounts</b>	
Petty Cash	17.74
<b>TOTAL Cash Accounts</b>	<b>17.74</b>
 <b>Asset Accounts</b>	
Library Bldg	40,000.00
<b>TOTAL Asset Accounts</b>	<b>40,000.00</b>
<b>OVERALL TOTAL</b>	<b>117,857.05</b>

## 2018 Budget to Actual - Year to Date

1/1/2018 through 8/9/2018 Using 2018 Budget

Category	1/1/2018 Actual	- Budget	8/9/2018 Difference
<b>INCOME</b>	<b>21,686</b>	<b>36,642</b>	<b>-14,957</b>
Copies-Copier & Computer Printing	257	182	74
Dividends	230	130	100
Fines	324	483	-159
Interest Received	0	415	-415
Major Revenue	17,699	35,303	-17,604
Argyle Town	11,000	11,000	0
Book sales	429	300	129
Donations-Fund Raising & Gifts	1,503	1,887	-384
Grants	4,767	21,116	-16,349
New York State-SALS	0	1,000	-1,000
Other Inc, Bus	2,643	129	2,514
<b>EXPENSES</b>	<b>65,434</b>	<b>73,170</b>	<b>7,736</b>
Uncategorized	11	0	-11
Donations	125	0	-125
Equipment	1,821	775	-1,046
Major Library	2,777	3,797	1,020
Books	1,639	3,000	1,361
Digital Data	919	547	-372
Subscriptions-Magazines	219	250	31
Membership Fees	60	243	183
Payroll Services	0	225	225
Program Events	849	900	51
Special Programs	33	0	-33
Summer Prog	816	900	84
Renovation	21,900	21,900	0
Service Charges (SALS)	1,547	1,764	216
Bus. Insurance	1,105	0	-1,105
Business Tax	5,723	8,788	3,065
Legal-Prof Fees	0	275	275
Postage and Delivery	256	699	443
Printing and Reproduction	45	373	328
Repairs & Maint	2,031	1,094	-937
Supplies, Bus-Supplies	615	672	57
Travel, Bus-Business Travel Expense	0	87	87
Utilities, Bus	2,674	2,870	196
Electrical Service	1,132	1,500	368
Heating Oil	980	800	-180
Telephone	562	570	8
Wages	23,363	28,709	5,346
<b>Net Difference:</b>	<b>-43,748</b>	<b>-36,528</b>	<b>-7,221</b>