

Minutes of the Argyle Free Library Board of Trustees

September 11, 2018

The meeting was called to order at 7:03 PM by Martha Johnson, President.

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

Adah DeRosier, Library Director, and Carol Kuhr, president of the Friends of the Library also attended.

Welcome our New Director:

The Board formally welcomed our new Library Director, Adah L. DeRosier. Julie will work with Adah to transition maintenance of the library web pages and FaceBook to her. Jill will get her a debit card to use for library purchases.

Minutes of Last Meeting:

Minutes of our August meeting were reviewed. Phyllis motioned to approve them with the noted correction to Adah's name, Bob seconded, and the vote was unanimous.

Treasurer's Report:

Jill reported that that, due to the Friends of the Library becoming a committee of the Board of Trustees, the FOL savings account has been closed. Their checking account is still open, and will be kept separately from the Board of Trustees checking account and their check signers will be the same as the Trustees signers (i.e., Jill and Julie). Jill will add a separate line item to the Treasurer's Report that will show the Friends of the Library monies.

Library Director Report: Adah just started today, so there is no LD report for this meeting.

Committee Reports

- **Friends of the Library:** The FOL held a meeting last week, and their next meeting will be September 17 at 7:00PM. They have finalized their tote bag design, and Carol requested and received approval to use \$487 plus shipping & handling costs from the FOL funds so they can order 50 bags. Julie made that motion, Sandy seconded it, and the vote was unanimous. They plan to sell the bags for \$15 each, a profit of \$5/bag, during the town-wide garage sale on Columbus Day weekend. Joanne recommended using petty cash to buy one of the tote bags for Adah.

Carol also reported that, as a SALS trustee she went to a "small libraries" conference in Canandaigua. She will also attend an NYLA conference in Rochester November 7-10.

- **Personnel Committee:** Adah L. DeRosier started work as our new Library Director today. The Personnel Committee did send letters to the people we interviewed who did not get the job.
- **Strategic Planning Committee:** The SP Committee met on September 6 to review draft sections of the Strategic Plan. As the Library's Mission Statement will be included in the Strategic Plan, they reviewed it and suggested the following changes:

The mission of the Argyle Free Library is to develop and maintain facilities, resources, and services for individuals, **groups and organizations** in the community it serves. This will include providing books, multimedia materials, **internet access and public computers** to meet the changing needs of all persons for education, personal enrichment and recreation.

Bob motioned to approve this change, Sandy seconded the motion, and the vote was unanimous. The committee reviewed the goals contained in the Strategic Plan: (1) Raise the profile of the library; (2) Provide 21st century technology; and (3) Embrace collaboration to build community. Their next meeting will be October 11 at 2:15 to review changes to other sections of the Strategic Plan.

- **Building/Maintenance Committee:** Building issues that need to be taken care of include: (1) mold on the back of the building; (2) peeling paint near the desk, at the top of the pass-through. Bob suggested budgeting for repainting next year, and (3) at least three lightbulbs are out and need to be replaced. At a previous Board meeting we had discussed hiring Jim on a part-time basis to do these kinds of tasks. However, he is not self-insured, so would need to be hired as an on-call employee. Jill noted that our insurance cost will increase by an unknown amount if we do hire Jim. Sandy motioned and Julie seconded the following: That Jim be hired as an on-call employee, and the Board authorize up to 20 hours for the remainder of this year at \$30/hour to do the following tasks:
 - Clean the mold off the back of the building
 - Replace all burnt-out lightbulbs
 - Diagnose the cause of the peeling paint (moisture coming from where?)
 - The following are lower priority tasks to do if there is any time left from the 20 hours authorized: (1) buy and install a cabinet in the bathroom to store cleaning materials out of the reach of children; and (2) buy and install a shutter for the bathroom window.

The motion was passed unanimously.

The area rug in the Children's section is catching and tripping some people. Martha will get carpet tape and apply it. Someone questioned why the Board installed a book drop instead of keeping the book slot in the side door. Bob answered that there is no paved path to the side door, and people were slipping on snow and ice as they went there during the winter months. Placing a book drop box near the sidewalk eliminates the concern that someone will fall and get hurt. The book drop box was leaking, so Joanne caulked it.

Old Business

- **Financial Review:** Joanne did e-mail Wes Clark to see if he was willing to do our financial review, but got no reply. She will call him to try to get a response.
- **Computer Use Policy:** Martha talked with the Greenwich Library Director about their computer use policy. Their policy specifically prohibits viewing pornographic materials in the library and includes penalties if someone violates that policy. Martha handed out copies of that policy, and Julie will modify our Computer Use policy to incorporate those ideas.

- **Exit Interview:** The Board determined that we covered this adequately during our last meeting.

New Business:

- **Results of Polaris Training:** Sandy sat in on the Polaris training that SALS gave to Sue and Pat. There was some progress, but Pat is not yet confident on all aspects. Adah will call Sarah and arrange for her training on Polaris, library director responsibilities, etc.
- **Pat & Sue's Other Computer Training:** Julie got Pat a SALS e-mail account, and worked with her on how to do e-mail. She also worked with both Pat and Sue on the use of Libby to checkout e-books.
- **Prelim 2019 Budget Discussion & Town Board Attendance:** Jill will write a letter to the Argyle Town Board in response to their letter to her and Bob. She will request \$12,000 from them for 2019, as \$1,000 increase from 2018.

Other Business:

- **LARAC Arts Grants:** Kori Albrecht came to the library on September 4 to discuss this year's LARAC grants. She explained the application process and discussed the kinds of activities that would qualify. Bob suggested talking with Freya about her experience with these grants.
- **PTO Policy:** the meeting was running late, so the review of this draft policy was postponed until our October meeting.
- **Resignation of Board Member:** Dawn Bevilacqua has missed three consecutive Board meetings. According to our bylaws, any board member missing three consecutive Board meetings is considered to have resigned. Martha will send her a letter to that effect.
- **Late Materials Fines:** Bob noted that some libraries don't charge late fines, and questioned whether we should continue to do so. A possibility is to allow children to work off late fines by reading some number of books, and adults to work off late fines by volunteering.

The meeting was adjourned at 9:08 PM, per a motion made by Julie, seconded by Sandy, and unanimously agreed to by the Board.

The next meeting will be held at 7:00 PM on October 8, 2018.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
All	9/11/18: Consider allowing late materials fines to be worked off by children reading additional books, and adults do some volunteer work.	
Jill	9/11/18: write letter to Argyle Town Board requesting \$12,000 for 2019	
Julie	9/11/18: modify our Computer Use policy by integrating parts of the Greenwich Library's policy	
Joanne	9/11/18: call Wes Clark about doing our financial review	
Martha	9/11/18: get carpet tape and apply to the area rug in the Children's section	
All	9/11/18: consider including cost of repainting interior of library in 2019 budget	
Bob	9/11/18: work with Jill to get FOL monies incorporated into Quicken	
Jill	9/11/18: get debit card for Adah	
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	

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	
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	

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	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
Proposed Agenda-Trustees Meeting
September 10, 2018

Call to Order

Welcome our new director Adah de Rosier

Minutes of Last Meeting

Treasurer's Report

Director's Report

Committee Reports

- Friends of the Library
- Personnel committee
- Strategic Planning Committee
- Building Committee

Old Business

- Financial review
- Computer use policy
- Exit interview

New Business

- Results of Polaris training
- Pat and Sue's other computer training
- Preliminary 2019 budget discussion and Town Board meeting attendance

Other Business

Action Items

Date of Next Meeting

Adjournment

Treasurer's Report September 2018

Account Balances - As of 9/6/2018 (Includes unrealized gains)

Account	9/6/2018 Balance
Bank Accounts	
GF National Bank-Cash Checking	11,453.60
GF National CD's-Multi-Year Redemption	60,000.00
TOTAL Bank Accounts	71,453.60
Cash Accounts	
Petty Cash	36.77
TOTAL Cash Accounts	36.77
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	111,490.37

2018 Budget to Actual - Year to Date

1/1/2018 through 9/6/2018 Using 2018 Budget

Category	1/1/2018 Actual	- Budget	9/6/2018 Difference
INCOME	23,757	37,511	-13,754
Copies-Copier & Computer Printing	338	205	133
Dividends	230	130	100
Fines	435	530	-95
Interest Received	0	415	-415
Major Revenue	19,124	36,011	-16,887
Argyle Town	11,000	11,000	0
Argyle Village	0	100	-100
Book sales	429	300	129
Donations-Fund Raising & Gifts	1,509	2,245	-736
Grants	4,767	21,116	-16,349
New York State-SALS	1,418	1,250	168
Other Inc, Bus	2,643	220	2,423
EXPENSES	72,454	80,730	8,276
Uncategorized	11	0	-11
Donations	125	0	-125
Equipment	1,821	775	-1,046
Major Library	2,812	3,865	1,053
Books	1,639	3,000	1,361
Digital Data	954	615	-339
Subscriptions-Magazines	219	250	31
Membership Fees	60	273	213
Payroll Services	0	225	225
Program Events	855	1,500	645
Special Programs	33	600	567
Summer Prog	822	900	78
Renovation	21,900	21,900	0
Service Charges (SALS)	1,747	1,964	217
Bus. Insurance	2,648	2,550	-98
Business Tax	8,645	8,788	143
Legal-Prof Fees	0	275	275
Postage and Delivery	256	810	554
Printing and Reproduction	93	373	280
Repairs & Maint	2,085	1,230	-855
Supplies, Bus-Supplies	779	740	-39
Travel, Bus-Business Travel Expense	0	300	300
Utilities, Bus	2,674	2,870	196
Electrical Service	1,132	1,500	368
Heating Oil	980	800	-180
Telephone	562	570	8
Wages	25,259	32,292	7,032
Net Difference:	-48,697	-43,219	-5,478

2018 Budget to Actual - Year to Date
1/1/2018 through 9/6/2018 Using 2018 Budget

Category	1/1/2018 Actual	- Budget	9/6/2018 Difference
INCOME	23,757	37,511	-13,754
Copies-Copier & Computer Printing	338	205	133
Dividends	230	130	100
Fines	435	530	-95
Interest Received	0	415	-415
Major Revenue	19,124	36,011	-16,887
Argyle Town	11,000	11,000	0
Argyle Village	0	100	-100
Book sales	429	300	129
Donations-Fund Raising & Gifts	1,509	2,245	-736
Grants	6,185	21,116	-14,931
New York State-SALS	(1418) 0	1,250 (2250)	-1,250
Other Inc. Bus	2,643	220500	2,423
EXPENSES	72,454	77,590	5,126
Uncategorized	11	0	-11
Donations	125	0	-125
Equipment	1,821	775	-1,046 - spent grant \$
Major Library	2,812	3,865	1,053
Books	1,639	3,000	1,361
Digital Data	954	815900	-339
Subscriptions-Magazines	219	250	31
Membership Fees	60	273400	213
Payroll Services	0	225	225
Program Events	855	9007500	45
Special Programs	33	0600	-33
Summer Prog	822	900	78
Renovation	21,900	21,900	0
Service Charges (SALS)	1,747	1,964 (2660)	217
Bus. Insurance	2,848	02500	-2,848
Business Tax	8,645	8,788 (11,732)	143
Legal-Prof Fees	0	275	275
Postage and Delivery	256	810 (257)	554
Printing and Reproduction	93	373	280
Repairs & Maint	2,085	1,230 (1900)	-855
Supplies, Bus-Supplies	779	740 (1,025)	-39
Travel, Bus-Business Travel Expense	0	300	300
Utilities, Bus	2,674	2,870	196
Electrical Service	1,132	1,500 (1,600)	368
Heating Oil	980	800 (1,400)	-180
Telephone	562	570	8
Wages	25,259	32,292 (47,260)	7,032
Net Difference:	-48,897	-40,069	-8,628

Total 2018 Budget \$77,590