

Minutes of the Argyle Free Library Board of Trustees

October 8, 2018

The meeting was called to order at 7:08 PM by Martha Johnson, President.

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

Adah DeRosier, Library Director, also attended.

Minutes of Last Meeting:

Minutes of our September meeting were reviewed. Adah's name needs to be corrected in the Action Items. Joanne motioned to approve them with the noted correction, Phyllis seconded, and the vote was unanimous.

Treasurer's Report:

Jill reported that some donations were received too late to make it into this month's report. In accordance with employee requests, payroll will change from monthly to every other week. Direct deposit of paychecks has been set up for those employees who want it. The Board agreed to donate \$100 to Front Porch Forum, as we did last year. Jill will include this donation in the 2019 budget, which she has started to work on. She did send the town a request for \$12,000, which is a \$1,000 increase from 2018. The town generally holds their budget meeting in November, so we should hear after that. The Finance Committee will hold a meeting to discuss the 2019 budget on Monday, October 29 at 7:00PM. Any interested Board members are invited to attend.

Library Director Report: All prom dresses have been moved to the town hall or picked up by the ACS Drama club. About 18 people have signed up so far for the monthly e-newsletter. Adah is working on a LARAC grant application, which includes ideas for a drumming program, an adult painting program, and a craft program with sessions for both adults and children. Some programs ideas that Adah is working on with the Friends of the Library are:

- Bingo Night
- Movie Night. The first movie night is tentatively set for Saturday, January 12 and will show the film 'Chicken Run'.
- Scrabble Club to meet every Tuesday morning, starting October 16 at 10:00
- Dementia program – a two session event
- Crafty Kids, monthly program
- Storytime for Kids – intended for kids up to five years old, starting Saturday October 27
- Halloween Scavenger Hunt

Every program except the Bingo Night will be free to all. Bob asked Adah to estimate, by calendar quarter, when the programs would occur.

We used to get two cartons of paper free from the school every year. We have not received any this year, so Bob will check with Ron Black. Ron has taken another job, and Amy is now the interim Business Manager for ACS.

Adah recommended getting a patron counter, to give a more accurate count of how many people use the library, and what library sessions are the most and least attended. Phyllis motioned to approve Adah's purchase of a patron counter, up to \$80. Jill seconded the motion and it passed unanimously.

Adah also said that her husband, a graphics designer, would be willing to develop a new logo for the library. The Board agreed that it was a great idea, and is looking forward to seeing it. She is also working on ideas for custom designed bookmarks to hand out, and possibly re-organizing some of the library shelves.

Committee Reports

- **Friends of the Library:** No one from the Friends was present, so there was no FOL report this month.
- **Personnel Committee:** Jim's personnel paperwork has been completed.
- **Strategic Planning Committee:** Their next meeting is October 11 to continue work on the draft Strategic Plan. The goal is to have the draft ready for review by November's Board meeting.
- **Building/Maintenance Committee:** Jim completed some tasks, including moving the A/C upstairs and replacing burnt out lightbulbs. There is no available wall space in the bathroom for a cabinet to store the cleaning supplies, so the decision was made to move the dangerous cleaners to a lockable file drawer or cabinet. Jim will start work on cleaning the mold off the siding soon. Joanne made a motion to approve a revolving credit line at the Argyle Hardware store for Jim to use for building maintenance materials, not to exceed \$100 a month. The Building Committee must approve all work prior to Jim starting any tasks. Sandy seconded the motion, and it passed unanimously. Jill is working on getting a quote for snow plowing and shoveling for this winter.

Old Business

- **Financial Review:** We still have had no luck finding someone to do our financial review. SALS recently sent out a list of people who do audits and financial reviews for non-profits, and a CPA in Glens Falls was also recommended. Martha will follow-up on these leads.
- **Computer Use Policy:** The revised policy was discussed, and some changes were noted. Julie will make those changes and send them out before the November Board meeting.
- **Building Use Policy:** Phyllis and Adah will send out their suggested updates for review at our next meeting.
- **Paid Time Off Policy:** The meeting was running late, so all Board members are to review the draft PTO policy, send their ideas to all by e-mail, and we will discuss at the next Board meeting

New Business:

- **Schedule Attic Clean-up:** A date for this will be coordinated via e-mail among the people who will participate.
- **Home for Aged Women Grant:** Julie will check out the due dates for the grant from the Home for Aged Women, and add it to the calendar. The goal is to submit a grant application every year.
- **Correspondence from Board Protocol:** All board members are to think about what they think the protocol should be for this, and prepare for a discussion at the next meeting.
- **Black Tray:** After looking at the tray in question, the Board decided to leave the tray on display at the library as is.

Other Business:

- **Reception for Adah:** The Board decided to have the community reception to welcome Adah as our new Library Director on Saturday, November 3 from 11 – 1. Bob will bring apple cider and cider donuts for refreshments. Phyllis and Julie will publicize the event on FPF and local newspapers.
- **Book Donation Policy:** The Board members are to think about what changes they want, and discuss at our next meeting

The meeting was adjourned at 9:44 PM, per a motion made by Sandy, seconded by Joanne, and unanimously agreed to by the Board.

The next meeting will be held at 6:30 PM on November 12, 2018. Please note the new time!

Respectfully submitted,

Julie Gann, Secretary

Actio:n Items		
Person Responsible	/Task	Status / Notes
All	10/8/18: come up with ideas for the protocol for correspondence from the board	
All	10/8/18: review draft PTO policy, send ideas for changes to all via e-mail for discussion at November Board meeting	
Phyllis, Adah	10/8/18: send proposed changes to Building Use Policy to all board members	10/11/18: , e-mailed to board, ready for their review & approval

Action Items		
Person Responsible	Task	Status / Notes
Julie	10/8/18: make noted changes to Computer Use Policy and send out before November meeting.	
Martha	10/8/18: follow up on finding someone to do our financial review	
Adah	10/8/18: estimate, by calendar quarter, when the planned programs will occur	
Bob	10/8/18: check with Rob Black about free copier paper from school	
Julie	9/11/18: modify our Computer Use policy by integrating parts of the Greenwich Library's policy	11/9/18: emailed to board; ready for their review & approval 10/8/18: integrate board comments and send out for final review
All	9/11/18: consider including cost of repainting interior of library in 2019 budget	10/29 budget meeting – was this included?
LD, Julie	8/13/18: work the school to get volunteers to transfer the digitized yearbooks to the internet	10/8/18: low priority
LD - Adah	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; maybe as bingo prizes
Joanne/Bob	7/9/18: replace gutter on back of building, clean off mold on siding	10/8/18: Jim will start
Joanne	6/11/18: Check with McDonald's to see if the furnace needs an outside vent	10/8/18: did contact them; will follow-up
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
TBD	6/11/18: Repair Café program	10/8/18: low priority
Jill	6/11/18: check with Ethan Henderson about doing our snow removal this coming winter	10/8/18: still working on getting quotes
Martha	6/11/18: find someone to do a financial audit for us	10/8/18: Martha will check with people on SALS list 8/13/18: Joanne will check with Wes Clark 7/9/18: Tara Nolan is no longer doing this. Martha is checking with Rosemary Kingsley
Jill	5/14/18: put the procedure for doing mass mailings on PodKeeper.	10/8/18: is on Jill's computer
Adah	5/14/18: update the Financial Policy on the website to the current version	11/9/18: sent current policy to Adah so she can post
All	5/14/18: write a Whistleblower Policy, as required by the Trustees Handbook	5/14/18: wait until the Strategic Plan is completed

Action Items		
Person Responsible	Task	Status / Notes
All	5/14/18: review all policies after the Strategic Plan is completed; prepare an alternate Public Statements Policy	See Martha's 3/29/18 e-mail
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	10/8/18: Adah has started
Joanne	7/17/17: check with Joseph Cutshall King re a program on local history	10/8/18: low priority 5/14/18: will talk with him 12/11/17: follow up on this later
Adah	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

Argyle Free Library
Trustees Meeting
October 8, 2018

Call to Order

Minutes of Last Meeting

Treasurer's Report

Director's Report

Committee Reports

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

Action Items

Old Business

- Financial review
- Computer Use Policy
- Building Use Policy
- Paid Time Off Policy

New Business

- Schedule attic clean up
- Home for Aged Women grant
- Correspondence from board protocol
- Black tray

Other Business

- Homework assignment pp 62-76 in 2018 edition of the Handbook for Library Trustees of NYS

Date of Next Meeting

Adjournment

Treasurer's Report October 2018

Account Balances - As of 10/2/2018 (Includes unrealized gains)

Account	10/2/2018 Balance
Bank Accounts	
Friends' GFN	4,748.19
GF National Bank-Cash Checking	9,013.59
GF National CD's-Multi-Year Redemption	60,000.00
TOTAL Bank Accounts	73,761.78
Cash Accounts	
Petty Cash	-11.30
TOTAL Cash Accounts	-11.30
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	113,750.48

2018 Budget to Actual - Current Year

1/1/2018 through 12/31/2018 Using 2018 Budget

Category	Actual	2018 Budget	Difference
INCOME	29,427	102,048	-72,621
Copies-Copier & Computer Printing	412	300	112
Dividends	230	130	100
Fines	475	777	-302
Interest Received	0	415	-415
Major Revenue	19,808	99,926	-80,118
Argyle School District	0	59,760	-59,760
Argyle Town	11,000	11,000	0
Argyle Village	500	500	0
Book sales	429	300	129
Donations-Fund Raising & Gifts	1,694	5,000	-3,306
Grants	4,767	21,116	-16,349
New York State-SALS	1,418	2,250	-832
Other Inc, Bus	2,643	500	2,143
Friends' GFN	4,748	0	4,748
EXPENSES	75,864	102,048	26,184
Uncategorized	11	0	-11
Donations	125	0	-125
Equipment	1,855	775	-1,080
Major Library	3,111	4,150	1,039
Books	1,920	3,000	1,080
Digital Data	973	900	-73
Subscriptions-Magazines	219	250	31
Membership Fees	60	400	340
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)	1,946	2,660	714
Bus. Insurance	2,648	2,550	-98
Business Tax	8,645	11,732	3,087
Employee Benefit, Business-Employee B...	0	300	300
Other Employee Benefit, Business-Em...	0	300	300
Legal-Prof Fees	0	275	275
Postage and Delivery	256	1,257	1,001
Printing and Reproduction	93	373	280
Repairs & Maint	2,105	1,800	-305
Supplies, Bus-Supplies	784	1,025	241
Travel, Bus-Business Travel Expense	0	300	300
Utilities, Bus	2,674	3,570	896
Electrical Service	1,132	1,600	468
Heating Oil	980	1,400	420
Telephone	562	570	8
Wages	27,989	47,256	19,267
Net Difference:	-46,437	0	-46,437