

Minutes of the Argyle Free Library Board of Trustees

February 11, 2019

The meeting was called to order at 6:30 PM by Martha Johnson, President.

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

Adah DeRosier, Library Director, Carol Kuhr, President of the Friends of the Library, Charles Edwards also attended.

Period for Public Expression: Charlie Edwards has done fundraising for several nonprofit organizations, and had some insights that he thought should be considered as we finalized our Strategic Plan. His major points are as follows:

- **Demographics:** We need to consider the demographic trends instead of a single point of time. There is a general impression that Argyle has an aging population, but that should be verified. Some places we might check to see if they have this information include the school, the village clerk, and county offices. The anticipated population should be considered as we develop programs and purchase books and other resources for our patrons.
- **Raising Money:** The library budget is always a major constraint as we plan for personnel, programs, building maintenance, and material purchases. Based on his fundraising experience, Charlie had some suggestions that might significantly increase the donations we receive from the community. These suggestions include:
 - Adding the list of Board members to the annual donation request letter, and have the letter signed by the Board members
 - Include a handwritten note by a Board member to donors that each Board member knows, requesting they double their donation from last year.
 - Follow-up letters with a call to the larger donors, telling them our plans for the upcoming year
 - Bring donors in for special programs

Martha invited Charlie to return at some future time and give us more advice about fundraising. He agreed to return at some TBD time.

Minutes of Last Meeting:

Minutes of our January meeting were reviewed. Phyllis motioned to approve them, Bob seconded, and the vote was unanimous.

Board Calendar:

Julie will add 'Long Term' events to the calendar. The SALS Annual Report is due mid-February, but is not yet ready for the Board to review. There is also some question as to whether the report currently requires Board approval before submitting. Adah will check and let us know. Adah's six-month review is due in March, so all Board members are requested to send any inputs they may have to the

Personnel Committee (Jill and Phyllis). We reviewed the budget amount to request for the annual school budget vote, and determined that the amount approved in the 2019 budget was still appropriate.

Treasurer's Report:

Jill reviewed the financial reports, which are included as Attachment 2 to these minutes. She reported that, while we had requested \$12,000 from the Town of Argyle (a \$1,000 increase from last year), they agreed to give us \$11,500. We agreed to get the required labor law posters by printing them from the internet instead of buying them. NEIS (Erie Insurance) was to contact Jill about the workmen's comp insurance, but has not done so as of this meeting.

Library Director Report:

See Attachment 3 to these minutes for the complete Library Director report. Adah reviewed the January circulation reports and the programs she has planned for the remainder of February. The patron counter is showing that Monday evenings tend to be pretty busy, but Tuesday and Thursday evenings are quite slow.

The Prom Dress Giveaway program is going very well. Twenty-one people have come in to date, and they have taken 14 dresses. Adah is working with the performers for the LARAC sponsored programs to finalize dates and other details of the programs. We discussed items to purchase using the \$1500 Walmart Technology grant, and had no trouble coming up with enough suggestions to spend the entire amount.

The High School Art Club is expected to start working on the painting for the children's area in March.

Adah's desk has arrived. She will give away the old library shelves to make space for her desk. We need additional chairs (2) for the conference table, Adah's desk, and to replace one of the old computer chairs. Julie motioned to approve \$250 for four new chairs, Jill seconded the motion, and it passed unanimously.

Committee Reports

- **Friends of the Library:** The next FOL meeting will be March 4. Topics for this meeting include purchasing a movie license and a sign board for the library. There will be an Executive Committee meeting this coming Thursday. Carol is working with SALS to arrange a community FOL meeting the evening of April 24. Jackie will be the new coordinator for the Annual Plant Sale in May. They are planning a craft supply sale to raise money, to be held on Columbus Day weekend.
- **Personnel Committee:** All board members are to provide their inputs for Adah's six-month review to Jill and Phyllis.
- **Strategic Planning Committee:** The Strategic Plan is complete. Julie will send a copy to SALS (Erica Freudenberger) and post it on PodKeeper. Adah will add it to the webpage.
- **Building/Maintenance Committee:** Bob is working with Bodkin Roofers to check out the slates on the roof – no time has been set yet for that checkout.

Old Business

Book Donation Policy: Adah and Martha are drafting an update to the policy, and will send it to Joanne for her review.

Financial Review: Bob contacted RSVP to see if they have a volunteer who is qualified and interested in doing our financial audit. He did get the name of someone who is interested, but has not yet been able to talk with that person. Martha has never heard back from Tara’s replacement.

New Business:

- **Review & Approve NYS Report for Association Libraries:** The report is not yet ready for review.
- **NYLA Library Advocacy Day on Wednesday February 27:** Anyone who would like to go is welcome. Meet in the SALS parking lot that morning if you’re interested in attending.
- **Circulate! :** The monthly newsletter from SALS is well worth reading. Please make the time to do so. SALS encourages every library to have a staff member who is trained as a notary public, and will pay for the required training for one staff member per library. Adah will confirm that Sue has been trained as a notary public, and if so, will post it on our website and in the library.

Other Business:

- **Homework Review:** postponed due to lateness of meeting

The next meeting will be on March 11 at 6:30PM.

The meeting was adjourned at 8:45 PM, per a motion made by Joanne, seconded by Phyllis, and unanimously agreed to by the Board.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Adah	2/11/19: confirm that Sue is a notary public, and if so, post in library and on website	

Action Items		
Person Responsible	Task	Status / Notes
Adah	2/11/19: post Strategic Plan on library's website	
Adah	2/11/19: buy 4 new chairs	
All	2/11/19: send any inputs for Adah's 6-month review to Jill & Phyllis	
Adah	2/11/19: Check to see if the SALS Annual Report still requires Board review/approval before submission	
Adah	1/14/19: post 2018 & 2019 budgets on website; clean up 'News' section; put 2019 Board meeting dates on website calendar	
Bob	1/14/19: check with RSVP for volunteer to do our financial review	2/11: has contacted RSVP and gotten the name of a potential auditor – still trying to get in touch with that person
Joanne	1/14/19: check for alternatives to Taxes with a View for the Library's payroll and taxes	
Joanne, Julie	1/14/19: check with Chronicle and Post Star re meeting notice not being published.	
Building Comm	12/10/18: replace missing slates (Bodkin Roofing?) sometime in Spring 2019	2/11/19: Bob – still working this
Joanne	12/10/18: follow up on library staff & trustees taking the sexual harassment training with the Argyle town & village boards	1/14/19: training probably sometime around Aug – Oct 2019
Joanne, Martha, Adah	11/12/18: draft a new Book Donation Policy	1/14/19: Martha & Ada will work with Joanne on updating the policy 12/10/18: have draft ready for January meeting
Joanne	11/12/18: PTO Policy – check out legal requirements for jury duty	12/10/18: don't include jury duty in PTO policy
Julie	12/10/18: make PTO policy changes IAW December meeting's discussion 11/12/18: check out other libraries PTO policies	12/5/18: did check out other libraries PTO policies
Personnel Committee	11/12/18: draft goals for the Library Director's 6-month review. Use the Strategic Plan as a starting point for the goals.	12/10/18: start date was 9/10/18, so 6-month review is due 3/10/18
Adah	11/12/18: buy library desk & chair for her use	
All	11/12/18: ideas for signage outside library to advertise upcoming programs & events	12/10/18: Carol found sign, looking for a way to purchase before next FOL meeting
All	10/8/18: come up with ideas for the protocol for correspondence from the board	12/10/18: TBD

Action Items		
Person Responsible	Task	Status / Notes
Martha	10/8/18: follow up on finding someone to do our financial review	12/10/18: will follow up with Mr. McCarthy and local libraries
Bob	10/8/18: check with Ron Black about free copier paper from school	12/10/18: waiting for appointment of new Business Manager at school
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
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	12/10/19: done – Jordan Dennis will do, \$65/visit
Jill	5/14/18: put the procedure for doing mass mailings on PodKeeper.	10/8/18: is on Jill's computer
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; prepare an alternate Public Statements Policy	See Martha's 3/29/18 e-mail
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
All	11/12/18: do a review of the 5 Year Strategic Plan in 3 years (do in January 2021) to see where we stand	

Argyle Free Library
Trustees Meeting Agenda
February 11, 2019

Call to Order

Period for Public Expression

Minutes of Last Meeting

Board Calendar

Treasurer's Report

Director's Report

Committee Reports

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

Old Business

- Book Donation Policy
- Financial review
- Sexual harassment training

New Business

- Review and approve NYS Report for Association Libraries
- NYLA Library Advocacy Day- Wednesday February 27, 2019
- Circulate!

Action Items

Other Business

- Homework assignment pp 62-68 in 2018 edition of the Handbook for Library Trustees of NYS

Date of Next Meeting

Adjournment

Treasurer's Report February 2019

Account Balances - As of 2/8/2019
(Includes unrealized gains)

Account	2/8/2019 Balance
Bank Accounts	
Friends' GFN	4,442.93
GF National Bank-Cash Checking	52,219.21
GF National CD's-Multi-Year Redemption	60,000.00
TOTAL Bank Accounts	116,662.14
Cash Accounts	
Petty Cash	34.49
TOTAL Cash Accounts	34.49
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	156,696.63

2/8/2019

2019 Budget to Actual - 2019
1/1/2019 through 12/31/2019 Using 2019 Budget

Category	Actual	2019 Budget	Difference
INCOME	6,704	86,103	-79,399
Copies-Copier & Computer Printing	34	360	-326
Dividends	0	200	-200
Fines	89	708	-619
Interest Received	0	40	-40
Major Revenue	6,361	83,465	-77,104
Argyle School District	0	60,955	-60,955
Argyle Town	0	11,000	-11,000
Argyle Village	0	500	-500
Book sales	0	400	-400
Donations-Fund Raising & Gifts	2,361	3,210	-849
Friends Income	0	1,000	-1,000
Grants	1,500	5,000	-3,500
New York State-SALS	2,500	1,400	1,100
Other Inc, Bus	26	1,330	-1,304
EXPENSES	11,863	86,103	74,240
Donations	100	300	200
Equipment	1,189	2,400	1,211
Friends Expense	0	1,000	1,000
Major Library	301	4,475	4,174
Books	144	3,000	2,856
Digital Data	157	1,200	1,043
Subscriptions-Magazines	0	275	275
Membership Fees	0	250	250
Payroll Services	0	225	225
Program Events	113	1,100	987
Special Programs	113	600	487
Summer Prog	0	500	500
Service Charges (SALS)	398	2,400	2,002
Bus. Insurance	380	2,748	2,368
Business Tax	3,257	11,784	8,527
Employee Benefit, Business-Employee B...	0	300	300
Other Employee Benefit, Business-Em...	0	300	300
Legal-Prof Fees	0	1,275	1,275
Postage and Delivery	518	850	332
Printing and Reproduction	22	250	228
Repairs & Maint	383	3,200	2,817
Supplies, Bus-Supplies	43	1,050	1,007
Travel, Bus-Business Travel Expense	0	1,500	1,500
Utilities, Bus	1,964	3,770	1,806
Electrical Service	1,100	1,600	500
Heating Oil	304	1,600	1,296
Telephone	560	570	10
Wages	3,002	47,226	44,224
Net Difference:	-5,160	0	-5,160

Director's Report: February 2019

1. General Updates:

- circ stats for January: (still have to put chart together with trends)
 - 799 items with 945 circs (what was actually circulated at our library by the library that the item came from and the material type)
 - 620 items with 751 circs (items circulated from AFL's collection regardless of where the items were checked out)
- patron counter stats
- programs for March 2019
- working on program date for the LARAC grant programs
- received funding from one Walmart grant for \$1500 – ideas on tech purchases?
- prom dress giveaway update
- working on annual report
- desk set-up planned
- art project update

2. Upcoming Programs:

- Downton Abbey Tea 2: 2/13 @ 11:30am
- Email Basics: 2/15 @ 2pm
- Adult Fingerpainting: 2/21 @ 3pm
- Snowy Slime: 2/23 @ 12pm
- Prom Gown Giveaway dates: 2/10, 2/15, 2/21, 2/23