

# Minutes of the Argyle Free Library Board of Trustees

March 11, 2019

The meeting was called to order at 6:37 PM by Joanne McDowell, Vice-President.

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

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

## Minutes of Last Meeting:

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

## Board Calendar:

Julie will add the SALS Annual Meeting in May to the calendar. The SALS Annual Report was due mid-February. The Board reviewed the report during this meeting. Jill motioned to approve the Annual Report, Sandy seconded the motion, and it was unanimously approved. Martha and Phyllis are reviewing the bylaws, and will have a report ready for our April meeting.

## Treasurer's Report:

Jill reviewed the financial reports, which are included as Attachment 2 to these minutes. No issues or questions were raised.

## Library Director Report:

See Attachment 3 to these minutes for the complete Library Director report. Adah reviewed the February circulation reports and the programs she has planned for the remainder of March. The patron counter is showing that Tuesday and Thursday evenings continue to be quite slow. We discussed possibly changing the schedule to move those evening hours to start a little earlier, but agreed to wait to get most of a year's worth of data to ensure that the trends we're seeing are accurate for the year.

Adah purchased a projector screen using some of the funds from the Walmart Tech grant. The prom dress give-away program was a great success – 69 people came to look at the gowns and 29 were given away. Adah met with the Comfort Food Community to make arrangements for fridge to put in the library for the produce give-aways.

Adah has a task list of things she's planning to do over the next several months. This list is on PodKeeper, and Board members are encouraged to review this list and suggest any changes they would be interested to discuss.

## Committee Reports

- **Friends of the Library:** The last FOL meeting was March 4. On April 24 there will be a

meeting with other FOL organizations in our area to discuss fundraising ideas. This meeting will be at the Argyle Firehouse. The Annual Plant Sale will be on May 11. They need volunteers to help put up the tents and move items. Bob motioned to approve a \$100 donation to the Emergency Squad for allowing the FOL to use their space for the plant sale. Sandy seconded the motion, and it passed unanimously. The Friends will hold a Craft Supply Sale during Columbus Day weekend. Bob suggested they check with the Fiber Mill in Greenwich to see if they would be interested in donating any materials for that sale. Decisions made at FOL's March 4 meeting include:

- Authorized Adah to purchase a portable sign board for \$130 plus shipping costs
- Approved up to \$300 for a movie license for Sept 2019 – Sept 2020
- Approved \$75 for the purchase of books for the kindergarteners book bags.

Jill motioned to approve \$550 for the above items, Sandy seconded the motion, and it passed unanimously.

- **Personnel Committee:** Jill and Phyllis sent out a 6-month review questionnaire to all board members to get their inputs for Adah's review. Comments are due by tomorrow.
- **Strategic Planning Committee:** The Strategic Plan is complete. This is a five-year plan, and no further actions are anticipated until it's time to start the next iteration of the plan. All Board members and the Library Director are responsible for continually reviewing the plan and ensuring either compliance with the plan or making changes to it. This committee is disbanded until 2024 when it's time to prepare a new strategic plan.
- **Building/Maintenance Committee:** Adah replaced the battery in one smoke detector, but the other one does need a new battery. Bob is still working on getting repairs made to the roof.

## Old Business

- **Book Donation Policy:** Revisions to this policy will be discussed during our April meeting.
- **Financial Review:** Bob was not able to get any qualified volunteers from RSVP to do an audit. He asked the bank if they have someone who will do the audit for about \$300, and is waiting to hear back. His next step will be to check with ACC to see if they have any interns who are qualified and interested.
- **Conflict of Interest Forms:** All Board members at the meeting signed the Conflict of Interest forms for 2019. Martha will sign her form at the next meeting.
- **Review the Annual Report for Association Libraries:** This was done, as discussed above in the Library Director's Report.

**New Business:**

- **Review Bylaws:** Recommendations for changes will be presented at the April meeting.
- **Approve Library's Investment Policy:** This will be done at the April meeting.
- **Letter to ACS Business Manager re Library Funding on the School Ballot:** Jill will do this.
- **Order Thermal Printer for Receipts:** Adah will check into this and report back during our April meeting.
- **MVLS/SALS Joint Automation Agreement:** This is in the drawer for Martha's signature.

**Action Item Review:** Postponed until our April meeting

**Other Business:** none

The next meeting will be on April 8 at 6:30PM. Sandy will not be able to attend, and Phyllis will need to leave early.

The meeting was adjourned at 8:35 PM, per a motion made by Bob, seconded by Phyllis, and unanimously agreed to by the Board.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Martha	3/11/19: sign and return the SALS Joint Automation agreement	
Adah	3/11/19: check into ordering a thermal printer for receipts	
Jill	3/11/19: send letter to ACS Business Mgr about the library funding to be included on the school budget ballot.	
Building Committee	3/11/19: replace battery in 2 <sup>nd</sup> smoke detector	
Adah	2/11/19: confirm that Sue is a notary public, and if so, post in library and on website	
Adah	2/11/19: post Strategic Plan on library's website	
Adah	2/11/19: buy 4 new chairs	

Action Items		
Person Responsible	Task	Status / Notes
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	3/11: no luck with RSVP; has contacted bank to see if they have someone; if not, will check with ACC for an intern 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	3/11/19: will have changes ready to discuss at the April meeting 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

Action Items		
Person Responsible	Task	Status / Notes
All	10/8/18: come up with ideas for the protocol for correspondence from the board	12/10/18: TBD
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  
March 11, 2019

Call to Order

Minutes of Last Meeting

Board Calendar

Treasurer's Report (Annual Report)

Director's Report

Committee Reports

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

Old Business

- Book Donation Guidelines
- Financial review
- Sign Conflict of Interest Form
- Go over Annual Report for Association Libraries

New Business

- Review By-laws
- Approve Library's Investment Policy for each class of investment
- Send letter to ACS Business Manager re year's library funding for school ballot
- Order thermal printer for receipts
- MVLS/SALS Joint Automation agreement
- Board member search

Action Items

Other Business

Date of Next Meeting

## Treasurer's Report March 2019

Account Balances - As of 3/10/2019  
(Includes unrealized gains)

Account	3/10/2019 Balance
<b>Bank Accounts</b>	
Friends' GFN	4,444.59
GF National Bank-Cash Checking	46,523.07
GF National CD's-Multi-Year Redemption	60,000.00
<b>TOTAL Bank Accounts</b>	<b>110,967.66</b>
 <b>Cash Accounts</b>	
Petty Cash	142.59
<b>TOTAL Cash Accounts</b>	<b>142.59</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>151,110.25</b>

3/10/2019

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

Category	Actual	2019 Budget	Difference
<b>INCOME</b>	<b>7,018</b>	<b>86,103</b>	<b>-79,085</b>
Copies-Copier & Computer Printing	124	380	-236
Dividends	0	200	-200
Fines	146	708	-562
Interest Received	0	40	-40
Major Revenue	<b>6,387</b>	<b>83,465</b>	<b>-77,078</b>
Argyle School District	0	80,955	-80,955
Argyle Town	0	11,000	-11,000
Argyle Village	0	500	-500
Book sales	0	400	-400
Donations-Fund Raising & Gifts	2,387	3,210	-823
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	122	1,330	-1,208
<b>EXPENSES</b>	<b>17,724</b>	<b>86,103</b>	<b>68,379</b>
Donations	100	300	200
Equipment	1,189	2,400	1,211
Friends Expense	0	1,000	1,000
Major Library	<b>628</b>	<b>4,475</b>	<b>3,847</b>
Books	299	3,000	2,701
Digital Data	329	1,200	871
Subscriptions-Magazines	0	275	275
Membership Fees	0	250	250
Payroll Services	84	225	142
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	432	2,748	2,316
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
Office	46	0	-46
Postage and Delivery	518	850	332
Printing and Reproduction	22	250	228
Repairs & Maint	1,033	3,200	2,167
Supplies, Bus-Supplies	43	1,050	1,007
Travel, Bus-Business Travel Expense	0	1,500	1,500
Utilities, Bus	<b>2,268</b>	<b>3,770</b>	<b>1,502</b>
Electrical Service	1,100	1,800	500
Heating Oil	608	1,800	992
Telephone	560	570	10
Wages	7,354	47,226	39,872
<b>Net Difference:</b>	<b>-10,706</b>	<b>0</b>	<b>-10,706</b>



## Director's Report: March 2019

Director's Report: March 2019

1. General Updates:

-circ stats for February: (still have to put chart together with trends)

708 items with 792 circs (what was actually circulated at our library by the library that the item came from and the material type)

543 items with 618 circs (items circulated from AFL's collection regardless of where the items were checked out)

-patron counter stats

-programs for April 2019

-Let's Drum program- March 30<sup>th</sup> at 1pm for Children

-purchased new screen for library

-prom dress giveaway update – 67 people, 29 dresses

-annual report submitted

- meeting with Comfort Food Community to set up our fridge/produce lending

-LARAC grant funding – May 2019

-task sheet on PodKeeper

2. Upcoming Programs:

Downton Abbey Tea 2: 3/13 @ 11:30am

St. Patrick's Story time: 3/16 @ 11:00am

Make A Shamrock Pop: 3/22 @ 5:00pm

Board Game Day: 3/23 @ 10:00am

Let's Drum: 3/30 @ 1:00pm