

# Minutes of the Argyle Free Library Board of Trustees

April 8, 2019

The meeting was called to order at 6:35 PM by Martha Johnson, President.

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

Adah DeRosier, Library Director, also attended.

## **Minutes of Last Meeting:**

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

## **Board Calendar:**

Martha will draft the budget letter to be mailed to all constituents prior to the May vote. She will include mention of Adah as our new Library Director and the work she's already done to improve the library, the completion of the Strategic Plan, and updated statistics on library usage. Jill will work with Kim Humiston of ACS to make copies and get mailing labels, and we will meet on Saturday April 27 to fold the letters for mailing.

Jill has already completed the Tax Cap Report.

We have no information yet on the NYLTA meeting or scholarship. Adah and the Board members will keep an eye out for this and for the Rural Libraries annual meeting and scholarship.

Adah will check with Sue and Pat to see if they are interested in attending the annual SALS meeting. She will let Jill know how many will be attending so Jill can send a check to SALS.

## **Treasurer's Report:**

Jill reviewed the financial reports, which are included as Attachment 2 to these minutes. Several donations were made in memory of Carolee Webster. We also received a large donation from Rimauldo Enterprises, Adah's other employer, for the library's children's area. Adah will check into moving the petty cash box to a more secure location. Linda of Taxes With a View filed our 2017 990 Form for our 501(c)(3) tax exemption late, and she did pay the late penalty fee out of her own pocket. Jill filled out that form for the 2018 tax year, and Bob offered to review it before it is submitted to the IRS.

Jill has also been looking for alternative payroll services. The Schuylerville Library spends about \$8,000 a year on payroll services. A service in Glens Falls would charge about \$2,000 a year. Paychecks.com would charge \$35 per pay period, with extra charges for W-2 forms. Taxes With a View charges us \$10 a month.

A \$10,000 CD matures in June. Bob suggested taking \$25,000 now from the checking account and doing a 5-year CD, then putting the \$10,000 from the CD in the checking account when it matures in June. Julie will check on CD interest rates at other banks.

### **Library Director Report:**

See Attachment 3 to these minutes for the complete Library Director report. Adah reviewed the March circulation reports and the programs she has planned for the remainder of April. The patron counter is consistently showing that Tuesday and Thursday evenings are quite slow.

Adah is updating the children's area with new paint, wall decorations, curtains, etc. She looked into buying a thermal printer for book receipts, and will check with SALS for their pricing.

### **Committee Reports**

- **Friends of the Library:** No FOL member was present.
- **Personnel Committee:** Adah's review was completed, and her raise was discussed in executive session at the end of this meeting.
- **Strategic Planning Committee:** This committee is disbanded until 2024 when it's time to prepare a new strategic plan.
- **Building/Maintenance Committee:** The task list includes: (1) look at the septic pipe to ensure proper drainage, then insulate and refill; (2) take care of the deteriorating beam; (3) take down the rotting tree on the lawn – Jill and Martha can help with that; (4) fix leaking roof – Bob reported that we're still on the roofer's list; and (5) replacing the remaining smoke detector battery (Adah already replaced one of them).

### **Old Business**

- **Library Director Raise:** to be discussed in Executive Session at the end of the meeting
- **Library Investment Policy Review:** This was discussed during the Treasurer's Report.
- **Book Donation Guidelines:** We reviewed the proposed changes to book donations, and made minor edits. We agreed to change it from 'Guidelines' to 'Policy'. Jill motioned to accept the updated Book Donation Policy with the noted changes, Phyllis seconded the motion, and it passed unanimously. Martha will send a soft copy of the updated policy to Adah and Julie for posting on the website and archiving with the other library policies.
- **Financial Review:** Bob did check with Glens Falls National Bank to see if there was anyone there who was qualified and willing to do an audit, but the bank did not have anyone who could do the review. He will check with ACC to see if there are any interns who might be capable and interested. Julie will check with Joan Prouty (VITA – tax prep) to see if she knows anyone.
- **By-laws Review:** Julie will send the current Financial Policy to Phyllis and Martha, as there is

an apparent conflict between that and the bylaws. Once that is resolved, Julie will update the Board Calendar to reflect that resolution.

- **Order Thermal Printer:** This was discussed during the Library Director’s report
- **Board Member Search:** Bob has a possible candidate he will follow-up with. All board members should continue the search.

**New Business:**

- **Circulate! Newsletters** These newsletters from SALS frequently have useful information. The current newsletter has a couple of webinars on rural libraries and social connections that could be useful. Everyone is encouraged to look at them.
- **Scholarship for Association for Rural Libraries:** Their annual convention has proven very useful in the past, and they do offer scholarships to help offset the cost of attending. Adah will monitor that association for their scholarship application announcement.

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

**Other Business:** An Executive Session was held to discuss a raise associated with Adah’s six-month review. Phyllis will let Adah know our decision.

The next meeting will be May 13 at 6:30PM.

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

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Adah	4/8/19: monitor Association for Rural Libraries for scholarship application.	
Julie	4/8/19: check with Joan Prouty re someone to do our financial review	5/6: send Joan a follow-up email 4/15: talked with Joan

Action Items		
Person Responsible	Task	Status / Notes
Bob	4/8/19: Review IRS Form 990 for our 501(c)(3) exemption	
Martha	3/11/19: sign and return the SALS Joint Automation agreement	
Adah	3/11/19: check into ordering a thermal printer for receipts	4/8/19: Demco price = \$285, Amazon has 10 rolls of paper for \$19; will check with SALS
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	
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

Action Items		
Person Responsible	Task	Status / Notes
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
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

Action Items		
Person Responsible	Task	Status / Notes
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  
April 8, 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

- Library director raise
- Approve Library's Investment Policy for each class of investment
- Book donation guidelines
- Financial review
- By-laws review
- Order thermal printer
- Board member search

New Business

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 April 2019

Account Balances - As of 4/7/2019  
(Includes unrealized gains)

Account	4/7/2019 Balance
<b>Bank Accounts</b>	
Friends' GFN	4,419.59
GF National Bank-Cash Checking	53,323.59
GF National CD's-Multi-Year Redemption	60,000.00
<b>TOTAL Bank Accounts</b>	<b>117,743.18</b>
<b>Cash Accounts</b>	
Petty Cash	199.49
<b>TOTAL Cash Accounts</b>	<b>199.49</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>157,942.67</b>



3/21/2019

**Net Worth - As of 12/31/2018**  
(Includes unrealized gains)

Account	12/31/2016 Balance	12/31/2017 Balance	12/31/2018 Balance
<b>ASSETS</b>			
<b>Cash and Bank Accounts</b>			
Friends' GFN	0.00	0.00	4,490.05
GF National Bank-Cash Checking	32,113.72	60,285.21	57,208.64
GF National CD's-Multi-Year Redempt...	81,722.49	60,000.00	60,000.00
Petty Cash	67.31	0.00	117.17
<b>TOTAL Cash and Bank Accounts</b>	<b>113,903.52</b>	<b>120,285.21</b>	<b>121,815.86</b>
<b>Other Assets</b>			
Library Bldg	40,000.00	40,000.00	40,000.00
<b>TOTAL Other Assets</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>40,000.00</b>
<b>TOTAL ASSETS</b>	<b>153,903.52</b>	<b>160,285.21</b>	<b>161,815.86</b>
<b>LIABILITIES</b>			
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>153,903.52</b>	<b>160,285.21</b>	<b>161,815.86</b>

**AFL Certificates of Deposit**  
**GF National Bank**

<u>Amount</u>	<u>Issue Date</u>	<u>Maturity Date</u>	<u>Term</u>	<u>Rate</u>	<u>Interest</u>
\$10,000	7-Jun-16	7-Jun-19	36 M	0.40%	\$40
\$10,000	19-May-17	19-May-20	36 M	0.50%	\$50
\$15,000	20-May-16	20-May-21	60 M	1.00%	\$150
\$25,000	8-Jul-18	8-Jul-21	36M	2.30%	\$575

---

**\$60,000**

4/7/2019

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

Category	Actual	2019 Budget	Difference
<b>INCOME</b>	<b>19,766</b>	<b>86,103</b>	<b>-66,337</b>
Copies-Copier & Computer Printing	151	360	-209
Dividends	0	200	-200
Fines	171	708	-537
Interest Received	0	40	-40
<b>Major Revenue</b>	<b>19,078</b>	<b>83,465</b>	<b>-64,387</b>
Argyle School District	0	60,955	-60,955
Argyle Town	11,500	11,000	500
Argyle Village	0	500	-500
Book sales	0	400	-400
Donations-Fund Raising & Gifts	3,503	3,210	293
Friends Income	75	1,000	-925
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
Petty Cash	4	0	4
<b>EXPENSES</b>	<b>23,639</b>	<b>86,103</b>	<b>62,464</b>
Donations	200	300	100
Equipment	1,369	2,400	1,031
Friends Expense	0	1,000	1,000
Grant Dollars Used	52	0	-52
<b>Major Library</b>	<b>1,622</b>	<b>4,475</b>	<b>2,853</b>
Books	1,199	3,000	1,801
Digital Data	423	1,200	777
Subscriptions-Magazines	0	275	275
Membership Fees	0	250	250
Payroll Services	84	225	142
<b>Program Events</b>	<b>159</b>	<b>1,100</b>	<b>941</b>
Special Programs	159	600	441
Summer Prog	0	500	500
Service Charges (SALS)	604	2,400	1,796
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	262	0	-262
Postage and Delivery	518	850	332
Printing and Reproduction	22	250	228
Repairs & Maint	1,168	3,200	2,032
Supplies, Bus-Supplies	89	1,050	961
Travel, Bus-Business Travel Expense	0	1,500	1,500
Utilities, Bus	3,033	3,770	737
Electrical Service	1,100	1,600	500
Heating Oil	1,373	1,600	227
Telephone	560	570	10
Wages	10,529	47,226	36,697
<b>Net Difference:</b>	<b>-3,873</b>	<b>0</b>	<b>-3,873</b>

## Director's Report: April 2019

Director's Report: April 2019

1. General Updates:

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

662 items with 776 circs (what was actually circulated at our library by the library that the item came from and the material type)

548 items with 657 circs (items circulated from AFL's collection regardless of where the items were checked out)

-patron counter stats

-programs for May 2019

-Watercolor Workshop: Friday, May 24<sup>th</sup> at 10am with Tom Ryan

-new screen is up in library, children's area is still being painted/re-vamped, outside board came in over the weekend

-thermal printer pricing

-Lili Loveday dance program at AFL – summer program from children (science and movement with an outer space theme) in July -\$150

-working with librarian at ACSO for a joint summer reading program - TBD

2. Upcoming Programs:

Plastic Bottle Flowers: Wednesday, 4/10 @ 12:00pm for Adults

Stress Busters: Friday, 4/12 @ 5:00pm for Teens

Downton Abbey 3: Thursday, 4/18 @ 11:00am for Adults

Spring Storytime: Saturday, 4/27 @ 12:00pm

Chocolate Fest: Sunday, 4/28 @ 12:00pm