

# Minutes of the Argyle Free Library Board of Trustees

July 8, 2019

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

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

Adah DeRosier, Library Director, Carol Kuhr, President of the FOL, and Jim Hempel, Library Maintenance, also attended.

## **Minutes of Last Meeting:**

Minutes of our June meeting were reviewed. Joanne motioned to approve them with no changes needed, Donna seconded, and the vote was unanimous.

## **Board Calendar:**

We reviewed the board calendar for upcoming tasks, and no additional tasks were needed this month.

## **Treasurer's Report:**

The treasurer reports are included in Attachment 2 to these minutes. Jill notes that the July 4<sup>th</sup> book sale netted \$524, which included 22 FOL tote bags at \$15 each. In addition, Kevin Hayes donated \$309 from popcorn sales and his matching contribution. Jill will send him a thank you note. She has not yet set up the online banking.

Jill resubmitted the IRS 990 form. She was not able to talk with anyone from the IRS, but thinks she found and corrected the issue.

## **Library Director Report:**

See Attachment 3 to these minutes for the complete Library Director report. Adah reviewed the June circulation report which shows an increase from May. Wednesdays have been relatively high traffic days, and late Tuesday and Thursday have been pretty low traffic days. The thermal printer has been delivered. Adah will work with SALS to get it installed, then train the staff on its use.

There were 16 children at the summer program kick-off event – a new record! Adah reviewed the programs planned for the rest of this month and August.

Oliver re-mailed the electronic version of our new logo to Adah. She will upload that to PodKeeper so everyone will have access.

## Committee Reports

- **Friends of the Library:** Carol reported that there will not be any FOL meetings over this summer. October 2 is the Regional FOL meeting at 7:00PM. The regional FOL meeting will be either at our library or the Fire Station. Their craft supply sale will take place on October 12 during the Argyle town-wide garage sale.
- **Personnel Committee:** All board members should give their inputs to Phyllis and Jill for Adah's annual review.
- **Building/Maintenance Committee:** Several maintenance issues were discussed, including:
  - **A/C units & Bathroom Water:** One of the a/c units wasn't working, so Martha reset it. Adah will train the library staff on how to do that, as well as on how to shut off the water supply to the toilet in the event it overflows again.
  - **Septic System Update:** Morningstar installed a cleanout pipe near the septic tank after they completed cleaning out the pipes between the bathroom and the septic tank. They were able to replace some of the orangeberg pipe that was causing problems, and the pipes look good for now. There is currently about 12' of orangeberg pipe and 12' of cast iron pipe, with PVC pipes on both ends. While the pipes look good for now, there is still the strong possibility of additional problems in the future, due to the probable rusting and decay of the cast iron pipes, and the lack of durability of the orangeberg pipes. Potential solutions include:
    - Install a pipe liner: There is a new technology that can install a liner inside the existing pipes. Some of these companies guarantee the results for 50 years.
    - Periodically clean out the pipes: Morningstar (or another septic company) can periodically (every few years) clean out the pipes to remove any paper towels or other debris that remain in the pipes and that could eventually lead to another water backup. They can run a camera through at the same time to determine the condition of the pipes.
    - Move the bathroom: Move the current bathroom to the newest part of the library, close to the septic tank.
    - Replace the pipes: Because the library floor between the bathroom and septic is cement and plumbers cannot get under the building to replace the pipes, this would involve trenching the cement in the library floor between the bathroom and the outside septic tank.
    - Electric toilet: Replace the current toilet with an electric toilet. This technology is used in some houses and camps located near lakes and streams where a septic cannot be installed. This would need some research to determine feasibility and code compliance.

- **Corner Post:** The corner post is rotted due to a leak. The leak has been fixed, but this is a support post and needs to be replaced. Jim estimates that the cost for replacing it will be less than \$1,000 if only the post is bad. He may need to replace some sheetrock, and will need to repaint that area. Phyllis motioned to approve up to \$1500 for these repairs, Sandy seconded the motion, and it passed unanimously. Sandy will add this to her grant application for the Home for Aged Women.
- **Need ‘Exit’ Sign near Front Door:** Jill received a letter from our insurance company that they require we install an ‘Exit’ sign near the front door. Jill and Jim will take care of buying and installing the sign.
- **Flooring:** The carpeting in the library is old and stained. Because carpeting is more difficult to keep clean than other flooring materials, we discussed replacing the carpeting, possibly with laminate flooring. There are some concerns about noise, slipperiness when wet, and the ability of any new flooring material to support the weight of the bookshelves without being damaged. Donna will try to find out the type of flooring used in the hospital, as that has several heavy items on it.

### **Old Business**

- **Financial Review:** Because Bob had not heard back from ACC about an intern to do our financial review, we decided to wait until September when school restarts to get back to them. In the interim, Julie will post a notice on Front Porch Forum to see if anyone in the area might be interested in doing the review.
- **Policy Review:** There will be a separate meeting on Monday, July 15 at 6:30PM to review the Sexual Harassment, Workplace Violence, and Whistleblower policies. We will review the remainder of the policies and any additional ones that may be needed after these are finalized and approved.
- **Home for Aged Women Grant:** Sandy will add replacing the rotted post to the application. The current estimate for replacing the entrance ramp is \$2,600. Julie will review the grant with Sandy before the submission date of this Friday.

### **New Business:**

- None

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

**Other Business:** None

The next meeting will be August 12 at 6:30PM.

The meeting was adjourned at 9:00 PM, per a motion made by Sandy, seconded by Donna, and unanimously agreed to by the Board.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Julie	7/8/19: post notice on FPF asking about someone to do our financial review	8/8/19: posted the notice
Donna	7/8/19: check on what type of flooring is used in hospital	
Jill & Jim	7/8/19: buy & install EXIT sign near front door	
Jim	7/8/19: replace rotted corner post	
Adah	7/8/19: train library staff on resetting the A/C units, and shutting off water to the toilet	
Sandy	6/10/19: write grant application for Home for Aged Women, check on salt-resistant, non-skid material for ramp	Submitted July 12; should hear back by ???
Adah	6/10/19: get more info about the digital files for the logo, and what's needed to order new stationary, sign & book box decals, etc.	
All	6/10/19: review the draft Sexual Harassment and Whistleblower policies for discussion at the July meeting	7/15: met to discuss comments & changes needed
Adah	6/10/19: check with Jack Scott for more ideas on items to purchase with the Walmart Tech grant monies, and breakage/loss policy ideas	
Julie	6/10/19: put all policies on PodKeeper	7/6/19: sent a note to PodKeeper admin about how to keep all policies together
Building Committee	3/11/19: replace battery in 2 <sup>nd</sup> smoke detector	
Adah	1/14/19: post 2018 & 2019 budgets on website; clean up 'News' section; put 2019 Board meeting dates on website calendar	5/14/19: Adah is checking
Bob	1/14/19: check with RSVP for volunteer to do our financial review	5/14 No luck, moved to using ACC idea. Hiring intern for \$500 3/11: no luck with RSVP; has contacted bank to see if they

Action Items		
Person Responsible	Task	Status / Notes
		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	5/14/19 still in process
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	5/14 with the next 2 wks. Hold up possibly due to illness 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	5/14 We are set to do training with the town at the fire house in Sept. Date and time TBA. We must have Sexual Harassment policy and workplace violence policy in place before we go. 1/14/19: training probably sometime around Aug – Oct 2019
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
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
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.	5/14/19 Still open 5/14/18: will do after attic clean-up; taking pictures is sufficient

Action Items		
Person Responsible	Task	Status / Notes
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	
All	Annually in Dec: Do tax cap before budget	Due Dec 2019

Argyle Free Library  
Trustees Meeting Agenda  
July 8, 2019

Call to Order

Minutes of Last Meeting

Board Calendar

Treasurer's Report

Director's Report

Committee Reports

- Friends of the Library
- Personnel Committee
- Building Committee

Old Business

- Financial review
- Sexual Harassment Policy
- Whistle Blower Policy
- Review all policies
- Home for Aged Women grant
- Book sale

New Business

Action Items

Other Business

Date of Next Meeting

Adjournment

## Treasurer's Report July 2019

Account Balances - As of 7/6/2019  
(Includes unrealized gains)

Account	7/6/2019 Balance
<b>Bank Accounts</b>	
Friends' GFN	5,449.16
GF National Bank-Cash Checking	22,558.53
GF National CD's-Multi-Year Redemption	75,000.00
<b>TOTAL Bank Accounts</b>	<b>103,007.69</b>
<b>Cash Accounts</b>	
Petty Cash	34.34
<b>TOTAL Cash Accounts</b>	<b>34.34</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>143,042.03</b>



7/8/2019

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

Category	Actual	2019 Budget	Difference
<b>INCOME</b>	<b>34,313</b>	<b>86,103</b>	<b>-51,790</b>
Copies-Copier & Computer Printing	250	360	-110
Dividends	160	200	-40
Fines	302	708	-406
Interest Received	0	40	-40
<b>Major Revenue</b>	<b>22,544</b>	<b>83,465</b>	<b>-60,921</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	4,026	3,210	816
Friends Income	1,368	1,000	368
Grants	3,149	5,000	-1,851
New York State-SALS	2,500	1,400	1,100
Other Inc, Bus	240	1,330	-1,090
<b>EXPENSES</b>	<b>68,087</b>	<b>86,103</b>	<b>18,016</b>
Donations	300	300	0
Equipment	1,626	2,400	774
Friends Expense	0	1,000	1,000
<b>Major Library</b>	<b>2,022</b>	<b>4,475</b>	<b>2,453</b>
Books	1,199	3,000	1,801
Digital Data	584	1,200	616
Subscriptions-Magazines	239	275	36
Membership Fees	29	250	221
Payroll Services	84	225	142
<b>Program Events</b>	<b>2,161</b>	<b>1,100</b>	<b>-1,061</b>
Special Programs	2,161	600	-1,561
Summer Prog	0	500	500
Service Charges (SALS)	1,223	2,400	1,177
Bus. Insurance	485	2,748	2,263
Business Tax	5,615	11,784	6,169
Employee Benefit, Business-Employee B...	75	300	225
Other Employee Benefit, Business-Em...	0	300	300
Other Employee Benefit, Business-Em...	75	0	-75
Legal-Prof Fees	0	1,275	1,275
Office	296	0	-296
Postage and Delivery	975	850	-125
Printing and Reproduction	0	250	250
Repairs & Maint	2,587	3,200	613
Supplies, Bus-Supplies	182	1,050	868
Travel, Bus-Business Travel Expense	0	1,500	1,500
<b>Utilities, Bus</b>	<b>3,033</b>	<b>3,770</b>	<b>737</b>
Electrical Service	1,100	1,600	500
Heating Oil	1,373	1,600	227
Telephone	560	570	10
Wages	21,696	47,226	25,530
<b>Net Difference:</b>	<b>-33,774</b>	<b>0</b>	<b>-33,774</b>

## Director's Report: July 2019

Director's Report: July 2019

1. General Updates:

747 items with 827 circs (what was actually circulated at our library by the library that the item came from and the material type)

503 items with 582 circs (items circulated from AFL's collection regardless of where the items were checked out)

-patron counter stats

-programs for August 2019

-summer kick-off update

-fresh food collective update

2. Upcoming Programs:

Engineering Mission – July 12<sup>th</sup> (Friday) at 1pm

Dance Workshop – July 16<sup>th</sup> (Tuesday) at 1pm

A Very Alien Story Time – July 27<sup>th</sup> (Saturday) at 11am

One Strange Rock Showing (Episode 1) – July 31<sup>st</sup> (Wednesday) at 6pm