

# Minutes of the Argyle Free Library Board of Trustees

August 12, 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, Phyllis Snell, and Bob Webster.

Adah DeRosier, Library Director, also attended.

## **Minutes of Last Meeting:**

Minutes of our July 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. Inputs for Adah's annual review are due to the Personnel Committee (Jill and Phyllis) by board members this month. Adah is to give performance reviews to the library staff this month. Julie will add the requirement for annual sexual harassment training to the calendar for September.

## **Treasurer's Report:**

The treasurer reports are included in Attachment 2 to these minutes. The bills were received for the septic work that was done last month. Morningstar's bill was \$1600, and Randy's was \$315, totaling \$1,915. We received \$1,400 from the state as their contribution to our annual funding. Adah sent pictures of our new exit sign to the insurance company to demonstrate our compliance with their requirement. Jill has not heard back from the IRS on her re-submittal of the 990 form. Someone did respond to the Front Porch Forum posting about doing our financial review. Jill will get in touch with that person.

## **Library Director Report:**

See Attachment 3 to these minutes for the complete Library Director report. Adah reviewed the July circulation report which shows an increase from June. The patron count was also up from June.

25 children signed up for the reading program. Adah tracked the attendance for each of the summer programs and compared them with one that had Facebook 'boosts'. The one with the boost did have higher attendance, but was also a special event. She will boost the "Read to a Therapy Dog" storytime program and see how attendance does with a more typical program that is boosted. Adah reviewed the programs planned for the rest of this month and September.

45 people have taken fresh fruits and vegetables from those supplied by the Fresh Food

Collective, so this has been a successful program. The receipt printer is up and working, and has gotten positive comments from several people. The ASRL Conference is in S. Burlington from September 5-7. Adah will be there from Wednesday evening through Saturday afternoon.

Julie will check with Mike Baird, who did our library sign several years ago, to see about replacing the book image with our new logo.

### **Committee Reports**

- **Friends of the Library:** No report this month.
- **Personnel Committee:** There is still time for board members to give their inputs to Phyllis and Jill for Adah's annual review.
- **Building/Maintenance Committee:** Two maintenance issues were discussed:
  - Jim talked with code enforcement about electric toilets. Code enforcement has no regulations regarding electric toilets, but did suggest the use of a grinder pump. The grinder pump would still create materials that would need to go to the septic tank, so that is probably not a good solution for us.
  - Roof: Bob spoke with Bodkin Roofing, who said he will come once he finishes the church – hopefully this week. If he doesn't make it, then we will try another roofer who does slate roofs (Rick Coates).

### **Old Business**

- **Sexual Harassment Policy Review:** We did a final review of the Sexual Harassment Prevention Policy. Minor changes were noted. Phyllis motioned to approve this policy with the noted changes, Jill seconded the motion, and it passed unanimously. Joanne will make the noted changes and send the policy to Julie to format in accordance with other AFL policies.
- **Whistleblower Policy:** Phyllis presented her Whistleblower policy, and minor changes were noted. Joanne motioned to approve the Whistleblower policy with the noted changes, Sandy seconded the motion, and it passed unanimously. Phyllis will send the policy to Julie for final formatting.
- **Workplace Violence Policy:** Joanne presented the Workplace Violence Prevention policy and minor changes were noted. Sandy motioned to approve the Workplace Violence Prevention Policy with the noted changes, Donna seconded the motion, and it passed unanimously. Julie will reformat and send the three policies to Adah to post on the website.

- **Bathroom – Pipes, Hand Dryer**

- **Pipes:** The board discussed the various alternatives identified during our July meeting. Because degrading iron pipes are a nation-wide problem, we anticipate that there will be cost-effective solutions developed in the next few years (pipe liners?). As an interim solution, we agreed to have the pipes to the septic periodically cleaned and a camera run through them to check on the status.
- **Hand Dryer:** As a follow-up to last month’s meeting, we discussed getting a hot air hand dryer to eliminate paper towels from the bathroom, so we can remove all paper towels and eliminate that potential cause of toilet overflows. Jill motioned to approve up to \$100 to purchase a hot air hand dryer, Bob seconded the motion, and it passed unanimously. Adah will order the hand dryer, and Jim will install it in accordance with handicapped access regulations
- **Movie License Extra Fee:** The FOL previously agreed to pay the movie license fee.

**New Business:**

- **ASRL Conference Expenditures:** There is a \$200 fee for Adah to attend the conference. After some discussion about hotel, food and travel costs, Jill motioned to approve Adah’s actual costs up to \$900. Joanne seconded the motion and it was unanimously approved. Adah will use the library debit card, and give her receipts for conference expenses to Jill.
- **Bereavement Pay/Policy:** We paid Sue her normal salary for bereavement time off, up to two weeks. Julie will draft a bereavement policy that will address bereavement time off and pay for the deaths of immediate family members (spouse, parents, siblings, and children). The policy will state that bereavement time off and pay is at the discretion of the employee’s supervisor (the library director or Board of Trustees).
- **Strategic Plan Timeframe for Tasks:** The Strategic Plan identifies several tasks to be completed by 2024, but does not establish any timeline for individual tasks. The Personnel Committee will discuss the timing of these tasks with Adah during her annual performance review. In addition, all Board members should review these tasks and identify their preferred timeframes for each task.
- **AFL’s 100<sup>th</sup> Anniversary:** The library’s 100<sup>th</sup> anniversary is in 2021. We discussed some ideas for celebrating it, including: a banner across Main Street, an open house with bagpipers, and something in collaboration with the school. We need to find out when the library was first granted a charter.

**Action Item Review:** See the Action Item Table for the current status of each item.

**Other Business:**

- **Future carpet replacement:** We had a side discussion about replacing the current carpeting, possibly next year. We discussed the possibility of laminate flooring instead of carpeting, but two concerns were raised:
  - **Ability of the floor to support the weight of laminate flooring:** Bob noted that when the addition was built by BOCES, an architect analyzed the strength of the floor joists, and it is very possible that the foundation in the newest addition is not sufficient to support the weight of laminate flooring, as it is significantly heavier than carpeting. We know that the floor is not capable of bearing the weight of bookshelves except along the wall edges.
  - **Ability of laminate flooring to support the weight of bookshelves:** Julie will check to see if laminate flooring can support the weight of bookshelves without being damaged.

The next meeting will be September 9 at 6:30PM.

The meeting was adjourned at 8:40 PM, per a motion made by Sandy, seconded by Phyllis, and unanimously agreed to by the Board.

Respectfully submitted,  
Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
All	8/12/19: find out when in 1921 the library was granted its first charter	9/7/19: the 1 <sup>st</sup> provisional charter was granted by the NYS Board of Regents on Feb. 24, 1921
All	8/12/19: Assign times, priorities for each task in the Strategic Plan	
Julie	8/12/19: draft a bereavement policy IAW guidelines from 8/12 meeting	
Julie	8/12/19: check to see if laminate flooring can support the weight of bookshelves	
Jill	8/12/19: get with Nancy Amo about doing our financial review	
Adah, Jim	8/12/19: buy & install hot air hand dryer in bathroom	
Julie	8/12/19: check with Mike Baird about putting our new logo on the library sign	9/7/19: called & left message
Julie	7/8/19: post notice on FPF asking about someone to do our financial review	8/10/19: got one response (Nancy Amo) to the FPF notice,

Action Items		
Person Responsible	Task	Status / Notes
		Jill will follow-up 8/8/19: posted the notice
Donna	7/8/19: check on what type of flooring is used in hospital	
Jim	7/8/19: replace rotted corner post	
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.	8/12/19: try using digital logo with office paper to see whether we need to order stationary
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	8/12/19: waiting to hear back from him
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	8/12/19: Bodkin should be here this week, after he finishes the church. If not, check with Rick Coates. 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
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

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
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.	8/12/19: in progress 5/14/19 Still open 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	
All	Annually in Dec: Do tax cap before budget	Due Dec 2019

Argyle Free Library  
Trustees Meeting Agenda  
August 12, 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

- Sexual Harassment Policy
- Whistle Blower Policy
- Workplace Violence Policy
- Bathroom- pipes, hand dryer
- Movie license extra fee

New Business

- ARSL conference- vote on expenditures
- Bereavement pay/policy
- Strategic Plan-time frame for tasks for 5 year plan
- Library 100<sup>th</sup> anniversary in 2021!

Action Items

Other Business

Date of Next Meeting

Adjournment

## Treasurer's Report August 2019

Account Balances - As of 8/11/2019  
(Includes unrealized gains)

Account	8/11/2019 Balance
<b>Bank Accounts</b>	
Friends' GFN	5,814.16
GF National Bank-Cash Checking	19,309.44
GF National CD's-Multi-Year Redemption	75,000.00
<b>TOTAL Bank Accounts</b>	<b>100,123.60</b>
<b>Cash Accounts</b>	
Petty Cash	-36.36
<b>TOTAL Cash Accounts</b>	<b>-36.36</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>140,087.24</b>



2019 Budget to Actual - 2019			
1/1/2019 through 12/31/2019 Using 2019 Budget			
8/11/2019	Category	Actual	2019 Budget Difference
	<b>INCOME</b>	<b>36,683</b>	<b>86,103 -49,420</b>
	Copies-Copier & Computer Printing	250	360 -110
	Dividends	160	200 -40
	Fines	314	708 -394
	Interest Received	0	40 -40
	<b>Major Revenue</b>	<b>24,831</b>	<b>83,465 -58,634</b>
	Argyle School District	0	60,955 -60,955
	Argyle Town	11,500	11,000 500
	Argyle Village	0	500 -500
	Book sales	194	400 -206
	Donations-Fund Raising & Gifts	4,335	3,210 1,125
	Friends Income	1,733	1,000 733
	Grants	3,149	5,000 -1,851
	New York State-SALS	3,919	1,400 2,519
	Other Inc, Bus	240	1,330 -1,090
	<b>EXPENSES</b>	<b>73,411</b>	<b>86,103 12,692</b>
	Uncategorized	22	0 -22
	Donations	300	300 0
	Equipment	1,653	2,400 747
	Friends Expense	0	1,000 1,000
	<b>Major Library</b>	<b>3,082</b>	<b>4,475 1,393</b>
	Books	2,259	3,000 741
	Digital Data	584	1,200 616
	Subscriptions-Magazines	239	275 36
	Membership Fees	89	250 161
	Payroll Services	84	225 142
	<b>Program Events</b>	<b>2,536</b>	<b>1,100 -1,436</b>
	Special Programs	2,536	600 -1,936
	Summer Prog	0	500 500
	Service Charges (SALS)	1,429	2,400 971
	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	42	0 -42
	Postage and Delivery	975	850 -125
	Printing and Reproduction	0	250 250
	Repairs & Maint	2,587	3,200 613
	Supplies, Bus-Supplies	523	1,050 527
	Travel, Bus-Business Travel Expense	0	1,500 1,500
	<b>Utilities, Bus</b>	<b>3,033</b>	<b>3,770 737</b>
	Electrical Service	1,100	1,600 500
	Heating Oil	1,373	1,600 227
	Telephone	560	570 10
	Wages	25,114	47,226 22,112
	<b>Net Difference:</b>	<b>-36,729</b>	<b>0 -36,729</b>

## Director's Report: August 2019

### 1. General Updates:

854 items with 964 circs (what was actually circulated at our library by the library that the item came from and the material type)

687 items with 797 circs (items circulated from AFL's collection regardless of where the items were checked out)

-patron counter stats

-programs for September 2019

-summer program update

-fresh food collective update

-receipt printer

-conference – schedule, volunteering, room + board fees

-aerial photography – Greg Cromer

-Summer program update

-Library sign

### 2. Upcoming Programs:

Moon Sand Madness – Tuesday August 13<sup>th</sup> at 1:00pm

Space is Wonderful Story Time – Saturday August 17<sup>th</sup> at 11:30am

Intergalactic Puzzling – Wednesday August 21<sup>st</sup> all day

Lost in Space Showing – Wednesday August 28<sup>th</sup> at 5:00pm

Read to a Therapy Dog – Friday August 30<sup>th</sup> at 4:00pm