

# Minutes of the Argyle Free Library Board of Trustees

## September 9, 2019

The meeting was called to order at 6:32 PM by Martha Johnson, President.

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

Carol Kuhr, President of the Friends of the Library, also attended.

### **Minutes of Last Meeting:**

Minutes of our August meeting were reviewed. Sandy motioned to approve them with a minor grammatical change, Donna seconded, and the vote was unanimous.

### **Board Calendar:**

We reviewed the board calendar for upcoming tasks. Adah's review is scheduled for September 17. Adah was ill today and unable to attend, so was not able to discuss whether she completed her reviews of the library staff that were scheduled for August. Sandy will draft the fundraising letter to prepare for the November mailing.

### **Treasurer's Report:**

The treasurer reports are included in Attachment 2 to these minutes. The library received \$250 from SALS for our participation in the Fresh Food Pantry. Jill did receive the bill for the new computer tower. Nancy Amo met with Jill about doing our financial review, then sent a letter with her qualifications and expectations for the task. She will do this pro bono, and expects to have her report ready in November. Jill will check with a couple of businesses who posted notices on our bulletin board about possibly doing our payroll.

### **Library Director Report:**

Adah was ill and unable to attend this meeting.

### **Committee Reports**

- **Friends of the Library:** The regional meeting of Friends of the Library will be on October 2 at 7:00PM. Carol requested any board members who are able to attend to do so. The Crafts Supply Sale is on Saturday, October 12 from 9-1. Anyone who has supplies to donate to the sale is requested to drop them off at the library Friday morning, October 11. The FOL have agreed to pay the annual fee for a movie license plus \$500 for the summer program. They need \$14.06 to pay for the kindergarten book bags. Sandy motioned to approve the \$14.06, Phyllis seconded, and the motion passed unanimously.

- **Personnel Committee:** Adah's annual review is scheduled for September 17.
- **Building/Maintenance Committee:** Two maintenance issues were discussed:
  - The beam repair should start soon, possibly on Friday.
  - Roof: Gary Bodkin passed away recently. Jill will check on other roofers to repair the slates.

## Old Business

- **Harassment Training Date:** Joanne reported that the training will be the last week in September or the first week in October. She will let us know when the date is finalized, and is still checking on the online training for those who are unable to attend the in-person training. She noted that we will be fined if all employees don't take the training. We will have to keep the training certificates on file as proof.
- **Beam & Roof Repair:** See the Building Committee report.
- **Policy Review:** The draft Bereavement Policy was sent out today. Board members will review it for discussion at next month's meeting. We discussed new policies that are needed and decided to wait on drafting new policies until the older, existing policies are reviewed and updated as necessary. We agreed to review two policies each month. In preparation for October's meeting, we will review the Accounts Payable and Behavior policies. These policies are on the library webpage, in the 'About' section. In addition, Martha will look into the Paid Family Leave Act to get more information on how that works.
- **Strategic Plan – Prioritize Tasks:** We agreed on a prioritization of the tasks in the Strategic Plan as summarized below. Phyllis and Jill will discuss these with Adah during her review.
  - **Task 1.1 Increase Program Attendance:** Priority 1 - Adah has been working on this, and will continue to do so.
  - **Task 1.2 Increase Circulation of Materials:** Priority 2 – This is an ongoing task. Some things to consider for this include: a patron 'wish list' for new materials, updating the collection development plan, 'incentivizing checkouts' (i.e., suggesting similar books to patrons when they are checking out), and putting some books from the less accessible/visible top and bottom shelves in a more accessible place.
  - **Task 1.3 Determine if Library Hours Should Be Changed:** Adah is collecting data on current customer attendance patterns. Next year (2020) she should use that data to suggest alternate hours that might increase customer visits.
  - **Task 2.1 Train Staff to Use SALS Tools to Maintain Library Inventory:** Jill

and Phyllis will check with Adah to see how the staff is progressing with this. This is a task to be completed in 2019.

- **Task 2.2 Train Staff to Support Public Access to Technology:** This is a lower priority task, to be done by 2024. Some progress has been made with the staff's ability to help the patrons with the new copier/fax machine.
- **Task 2.3 Provide Technology Training to Patrons:** This is an ongoing task that Adah is currently doing.
- **Task 2.4 Develop Teen Tech Volunteer Program:** This is a lower priority program, due to be in place by 2021.
- **Task 2.5 Identify Emerging Technologies to Purchase:** This is an ongoing task that Adah is currently doing.
- **Task 3.1 Create a Volunteer Bureau:** This is a lower priority task, to be started after Task 3.2 is close to completion.
- **Task 3.2 Meet with Community Stakeholders:** By the end of 2019, the community stakeholder list should be completed, a meeting schedule should be set up to start meetings in 2020, and a script/agenda should be prepared for these meetings. Martha noted that October 28 is First Responder Day and suggested that the library do something to recognize our first responders.
- **Disaster SOP:** Julie added ServePro as the organization to call if we need help in responding to a disaster. Adah will send her the correct phone number.
- **Library Anniversary:** The Library's charter was first approved February 24, 1921. Some ideas to celebrate the 100<sup>th</sup> anniversary include: a float in the 4<sup>th</sup> of July parade; a concert at the school (the last concert sponsored by the library was a Johnny Cash cover artist and was very well attended); a Happy Birthday banner over Main Street; and a village block party.

#### **New Business:**

- **Trustee Resigning:** Bob Webster resigned as trustee, effective at the end of this meeting. The Board extends our sincere thanks to Bob for all he's done over many years to support the library. Bob was on two of the permanent committees. Donna will replace Bob on the Finance Committee, and Sandy will replace him on the Building & Maintenance Committee.

**Action Item Review:** We postponed the action item review until next month.

**Other Business:** none

The next meeting will be October 14 at 6:30PM.

The meeting was adjourned at 8:15 PM, per a motion made by Jill, seconded by Sandy, and unanimously agreed to by the Board.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
All	9/9/19: come up with ideas for First Responders Day on October 28.	
Martha	9/9/19: check into the Paid Family Leave Act	
All	9/9/19: review the Accounts Payable and Behavior policies in preparation for discussion at October's board meeting.	
Jill	9/9/19: check with Summit Lake Accounting and another business who posted on our bulletin board about possibly doing our payroll	
Sandy	9/9/19: draft fundraising letter to be sent in November	
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, Jill will follow-up 8/8/19: posted the notice

Action Items		
Person Responsible	Task	Status / Notes
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	9/9/19: Jill will try to find another roofer 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	9/9/19: Joanne will let us know when the training date is finalized. She will also check into the online training for those who are not able to attend the in-person training. 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

Action Items		
Person Responsible	Task	Status / Notes
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.	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  
September 9, 2019

Call to Order

Report by Jim Hempel

Minutes of Last Meeting

Board Calendar

Treasurer's Report

Director's Report

Committee Reports

- Friends of the Library
- Personnel Committee
- Building Committee- Joanne will report later

Old Business

- Harassment training date
- Beam repair, roof repair
- Policy Review- include bereavement pay/policy
- Strategic Plan- need to prioritize tasks
- Disaster SOP
- Library anniversary

New Business

- Trustee Resigning

Action Items

Other Business

Date of Next Meeting

Adjournment

# Treasurer's Report

## September 2019

Account Balances - As of 9/7/2019  
(Includes unrealized gains)

Account	9/7/2019 Balance
<b>Bank Accounts</b>	
Friends' GFN	5,814.16
GF National Bank-Cash Checking	10,220.00
GF National CD's-Multi-Year Redemption	75,000.00
<b>TOTAL Bank Accounts</b>	<b>91,034.16</b>
<b>Cash Accounts</b>	
Petty Cash	13.93
<b>TOTAL Cash Accounts</b>	<b>13.93</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>131,048.09</b>

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

9/7/2019

Category	Actual	2019 Budget	Difference
<b>INCOME</b>	<b>37,298</b>	<b>86,103</b>	<b>-48,805</b>
Copies-Copier & Computer Printing	321	360	-39
Dividends	160	200	-40
Fines	407	708	-301
Interest Received	0	40	-40
Major Revenue	25,176	83,465	-58,289
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	4,430	3,210	1,220
Friends Income	1,733	1,000	733
Grants	3,399	5,000	-1,601
New York State-SALS	3,919	1,400	2,519
Other Inc, Bus	240	1,330	-1,090
<b>EXPENSES</b>	<b>83,065</b>	<b>86,103</b>	<b>3,038</b>
Donations	300	300	0
Equipment	2,374	2,400	26
Friends Expense	0	1,000	1,000
Major Library	3,200	4,475	1,275
Books	2,259	3,000	741
Digital Data	702	1,200	498
Subscriptions-Magazines	239	275	36
Membership Fees	89	250	161
Payroll Services	84	225	142
Program Events	2,667	1,100	-1,567
Special Programs	2,576	600	-1,976
Summer Prog	90	500	410
Service Charges (SALS)	1,635	2,400	765
Bus. Insurance	2,089	2,748	659
Business Tax	8,611	11,784	3,173
Employee Benefit, Business-Employee ...	275	300	25
Other Employee Benefit, Business-E...	200	300	100
Other Employee Benefit, Business-E...	75	0	-75
Legal-Prof Fees	0	1,275	1,275
Office	44	0	-44
Postage and Delivery	986	850	-136
Printing and Reproduction	0	250	250
Repairs & Maint	4,272	3,200	-1,072
Supplies, Bus-Supplies	609	1,050	441
Travel, Bus-Business Travel Expense	136	1,500	1,364
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	26,789	47,226	20,437
<b>Net Difference:</b>	<b>-45,768</b>	<b>0</b>	<b>-45,768</b>