

Minutes of the Argyle Free Library Board of Trustees

November 11, 2019

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

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

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

Minutes of Last Meeting:

Minutes of our October meeting were reviewed. Jill motioned to approve them with a minor typo correction, Phyllis seconded, and the vote was unanimous.

Board Calendar:

We reviewed the board calendar for upcoming tasks.

Treasurer's Report:

The treasurer reports are included in Attachment 2 to these minutes. Nancy Amo completed her financial review for the year 2018, and Jill e-mailed the final report and associated documents to all board members on November 6. Nancy did a very thorough review and the result was positive. She did have some recommendations for improvements, which are included in her report. These recommendations include:

- some policy revisions,
- have some sort of 'contract', such as a letter stating what work is to be done and the cost for jobs such as snow removal
- include all bills on the list of bills to be approved at each board meeting
- Adah to keep a list of all debit/credit card purchases and the receipts

Martha will send Nancy a thank you note, and will review Nancy's notes about recommended policy changes.

Library Director Report:

Attachment 3 has the detailed Library Director's report. We lost power and internet for two days earlier this month, so the library was closed for those days. The transition to SALS new Polaris program is complete. The SALS tech should be at the library in early December to install the new public computer that will replace the computer that crashed a few weeks ago. The ACS Art Club is working on the mural for the children's area.

Adah reviewed the circulations stats for the past year, and the responses to the poll of patrons on possible changes to the library hours of operation. Based on these, she recommended that Tuesday and Thursday library hours be changed from 1:00 – 5:00 and 7:00 – 9:00 to 1:00 –

7:00. She would also like to consider having the library open on Friday afternoons. Jill motioned to change the Tuesday and Thursday hours to 1:00-7:00, starting January 1, 2020. Sandy seconded the motion, and it was unanimously approved. Adah will publicize the new hours, including making bookmarks for patrons to take home.

Some of the programs Adah has planned for December include:

- Caregiving for the Holidays
- Downton Abbey Tea Party
- Program for the residents of the Washington Center
- Armchair Travelers – Bali trip

We discussed technology that needs to be included in the 2020 budget. The library needs at least one more new computer, and the inclusion of Facebook boosts for some of the library programs.

Committee Reports

- **Friends of the Library:** The inventory of book bags is down to eight. The FOL are considering doing mugs instead of additional book bags for fundraising, and will discuss at their next meeting, which is November 12. Jill motioned to approve up to \$550 for mugs, cups, bags or whatever product the FOL decide to procure for their fundraising efforts. Phyllis seconded the motion, and it was unanimously approved. Carol also requested approval of up to \$50 for additional Christmas decorations for the library. Sandy made this motion, Julie seconded it, and it passed unanimously.
- **Personnel Committee:** Phyllis gave Julie a copy of Adah's annual review for filing with her library records.
- **Building/Maintenance Committee:** The roof repair is complete, and the leak is fixed. Jim will start the beam repair once the weather gets warmer.

Old Business

- **2020 Budget:** Jill had sent the draft 2020 budget to all board members prior to this meeting. We did a detailed review of the budget, and made several minor changes. Jill motioned to request a 2% increase in the tax base during the 2020 ACS budget vote. Joanne seconded the motion, and it was unanimously approved. Jill will revise the 2020 budget in accordance with the discussed changes.

- **Fundraising Letter:** We reviewed Sandy’s draft fundraising letter. We were all impressed with her letter, and had only minor changes to suggest. Sandy will make those changes, and Jill will check with the school to see if they will print it for us. Carol will ask the FOL for volunteers to stuff the envelopes. We are running low on envelopes, so Julie will get new envelopes printed. We will meet at the library on November 22 to stuff the envelopes.
- **Policy Review –Behavior, Building Use:** Due to the length of this meeting, the policy review was postponed to next month.
- **Flooring Options:** Julie brought a sample of the vinyl plank flooring so board members can look at it.

New Business: None

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

Other Business: None

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

The meeting was adjourned at 9:18 PM, per a motion made by Sandy, seconded by Jill, and unanimously agreed to by the Board.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Julie	11/11/19: bring in sign-in sheet from Sexual Harassment training so those who did the online training can sign it	
Jill	11/11/19: revise draft budget IAW discussed changes	
Adah	11/11/19: set up program for selecting Medicare supplement policies for October/November 2020	
Adah	11/11/19: publicize new library hours, including making bookmarks	
Martha	11/11/19: send Nancy Amo a thank you note; review Nancy’s notes and our policies for recommended changes	
Adah	10/14/19: prepare books for donation to the ACS PTSA	
Donna	10/14/19: Check with ACS PTSA about having a	

Action Items		
Person Responsible	Task	Status / Notes
	sign to indicate that the library donated several books for their book sale.	
Adah	10/14/19: prepare a blank MS Word document with our logo at the top	
Julie	10/14/19: bring sample of vinyl plank flooring for November meeting	
All	10/14/19: look at flooring materials used by other libraries.	
All	10/14/19: Review the Behavior and Building Use policies in preparation for November's meeting.	
Adah	10/14/19: follow up with the school's art club to see if they are still planning to do the mural for the bookshelf near the entrance.	
Adah	10/14/19: set up program to assist seniors in selecting appropriate Medicare supplemental insurance, offer free rides if needed	
Adah	10/14/19: check into the inconsistencies in the dates for the Facebook charges for their program 'boosts'.	
Martha	9/9/19: check into the Paid Family Leave Act	10/14: Martha distributed copies of NYS's Paid Family Leave program.
Jill	9/9/19: check with Summit Lake Accounting and another business who posted on our bulletin board about possibly doing our payroll	
Sandy	10/14/19: send revised letter to board members before November meeting 9/9/19: draft fundraising letter to be sent in November	10/14/19: presented draft for review; will make changes in accordance with comments prior to November meeting
All	8/12/19: find out when in 1921 the library was granted its first charter	9/7/19: the 1 st provisional charter was granted by the NYS Board of Regents on Feb. 24, 1921
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	10/14/19: Nancy is doing the review, pro bono. She expects to complete her review in November, and to be prepared to discuss the results at our December meeting if the Board would like
Donna	7/8/19: check on what type of flooring is used in hospital	

Action Items		
Person Responsible	Task	Status / Notes
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	10/14/19: Jill not sure if roof is fixed; Carol will send her name of another roofer, just in case 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	10/26/19: in-person training at the firehouse on this date; need to follow-up with online training for those who missed it 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.

Action Items		
Person Responsible	Task	Status / Notes
		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
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
November 11, 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

- 2020 Budget
- Fundraising letter
- Policy Review- Behavior, Building Use
- Flooring options

New Business

Action Items

Other Business

Date of Next Meeting

Adjournment

Treasurer's Report October 2019

Account Balances - As of 11/10/2019 (Includes unrealized gains)

Account	11/10/2019 Balance
Bank Accounts	
Friends' GFN	5,830.10
GF National Bank-Cash Checking	60,497.11
GF National CD's-Multi-Year Redemption	75,000.00
TOTAL Bank Accounts	141,327.21
 Cash Accounts	
Petty Cash	6.13
TOTAL Cash Accounts	6.13
 Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	181,333.34

11/10/2019

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

Category	Actual	2019 Budget	Difference
INCOME	101,418	86,103	15,315
Copies-Copier & Computer Printing	362	360	2
Dividends	160	200	-40
Fines	478	708	-230
Interest Received	0	40	-40
Major Revenue	89,059	83,465	5,594
Argyle School District	60,955	60,955	0
Argyle Town	11,500	11,000	500
Argyle Village	500	500	0
Book sales	194	400	-206
Donations-Fund Raising & Gifts	8,592	3,210	5,382
Friends Income	0	1,000	-1,000
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
EXPENSES	96,900	86,103	-10,797
Donations	400	300	-100
Equipment	2,401	2,400	-1
Friends Expense	0	1,000	1,000
Major Library	3,386	4,475	1,089
Books	2,259	3,000	741
Digital Data	846	1,200	354
Subscriptions-Magazines	281	275	-6
Membership Fees	89	250	161
Payroll Services	84	225	142
Program Events	3,648	1,100	-2,548
Special Programs	3,058	600	-2,458
Summer Prog	590	500	-90
Service Charges (SALS)	2,047	2,400	353
Bus. Insurance	2,089	2,748	659
Business Tax	11,705	11,784	79
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	47	0	-47
Postage and Delivery	986	850	-136
Printing and Reproduction	0	250	250
Repairs & Maint	5,056	3,200	-1,856
Supplies, Bus-Supplies	929	1,050	121
Travel, Bus-Business Travel Expense	224	1,500	1,276
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	34,502	47,226	12,724
Net Difference:	4,517	0	4,517

Director's Report: November 2019

1. General Updates:

-internet and phone outage

789 items with 885 circs (what was actually circulated at our library by the library that the item came from and the material type)

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

-patron counter stats

-programs for December 2019

-outreach with Washington Center update

-Polaris Hosted transfer and computer setup

-library hours polling results

-timer for outside light

-technology for next year/facebook boosts budget

-bookshelf mural update

2. Upcoming Programs:

Make A Thank You Card – Thursday November 14th at 4:00 PM

Thanksgiving Story Time – Saturday November 16th at 11 AM

Pine Cone Bird Feeders – Monday November 18th at 4 PM

Book Club – Thursday November 21st at 7 PM

Movie Night – Friday November 22nd at 4pm

Cookie Decorating – Tuesday November 26th at 3 PM