

# Minutes of the Argyle Free Library Board of Trustees

February 10, 2020

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

**Discussion with Jim Hempel about Ramp:** We discussed the logistics of buying and transporting the materials needed for the ramp. All agreed that it would be more efficient for Jim to buy what's needed and transport it in his truck. Jill will set up accounts at Lowe's and Quality Hardware that Jim can use to purchase the materials. Phyllis will check out the cost of indoor-outdoor carpeting as a potential non-skid surface for the ramp, and determine whether it needs plywood or if standard deck boards will do. Jim reminded the board that the pressure treated wood normally used for ramps is not kiln dried, so painting must wait about a year so the wood can dry enough for the paint to stick. We also discussed the possibility of a wireless doorbell for easier handicapped access to the building. Joanne and Jim are checking on what it will take to replace the current light over the front door with a motion detector light.

The \$5,000 grant from the Home for Aged Women includes both the handicapped ramp and replacement of the rotting post. The work must be completed and report submitted by May 31.

## **Minutes of Last Meeting:**

Minutes of our January meeting were reviewed. Sandy motioned to approve them with minor corrections, Joanne seconded, and the vote was unanimous.

## **Board Calendar:**

We reviewed the board calendar for upcoming tasks. The calendar will be changed to move the budget review to March and combine it with the letter to the ACS Business Manager to include it on the school ballot.

The Annual Report is due to SALS by the end of February, but the Board must approve it before submission. Because the information needed to complete the report was not available in time for this meeting, Adah and Jill will email a copy of the completed report to board members as soon as it is available. The board members will review it and respond via email, then will formally review and approve it at the March meeting.

## **Treasurer's Report:**

The treasurer reports are included in Attachment 2 to these minutes. The bank has not provided any information on their investigation into the fraudulent charges on Sue's debit card.

### **Library Director Report:**

Attachment 3 has the detailed Library Director's report. Adah reviewed the February and March programs she has planned. She has had some informal discussions with Pat about overdue book fines, and will schedule a formal review with her soon. Adah posted on Front Porch Forum about the minor vandalism at the library last month, and some people responded that they will help keep an eye on the library. She has talked with Faith about becoming a substitute librarian, and is waiting to hear back from her and do an interview. Mary Lou has agreed to cover Adah's time while she takes some PTO in May. The prom dress giveaway days have been scheduled and boosted on FaceBook. Joanne and Phyllis offered to help Adah during the giveaway days.

### **Committee Reports**

- **Friends of the Library:** The next regional FOL meeting will be March 20, with Charlie Edwards to discuss fundraising. Carol suggested that to celebrate National Library Week (April 19-25), we consider forgiving library fines. That led to a discussion of late fee fines vs. replacement costs of materials that have not been returned to the library. The Annual Plant Sale will be in May. Bob Webster plans to return to help with that. Carol anticipates that they will have the plaque for the children's area then, and they plan to have a small celebration at that time.
- **Personnel Committee:** Nothing to report.
- **Building/Maintenance Committee:** See earlier discussion about the handicapped ramp and rotting post.

### **Old Business**

- **Sign Conflict of Interest:** Everyone signed the annual Conflict of Interest forms. Julie will file them.
- **Ramp Materials, Responsibilities:** See the earlier discussion about the handicapped ramp.
- **Behavior Policy – Review and Vote:** Minor changes were proposed and agreed to. Joanne motioned to approve the revised Behavior Policy, Donna seconded the motion, and it was unanimously approved. Martha will make the changes and send the policy to Julie.
- **Preliminary Questions – Accounts Payable Policy:** The question was raised about whether we need Certificate of Insurance naming the library when getting work done by contractors. Martha and Phyllis will update this policy for review at our March meeting.

**New Business:**

- **Water Emergencies:** Since Joanne is no longer on the Village Board, notification of the start and end of water emergencies will not be as simple as it was. The library is already signed up for the reverse 911 for notification of events, but this has proved to be a bit hit & miss. A backup plan is to check with neighbors, and Joanne, Jill and/or Phyllis will call the library at the start and end of any village-wide notifications.

**Action Item Review:** We reviewed the action items, and Julie will update accordingly.

**Other Business:** Donna brought in full-size samples of the luxury vinyl flooring we have been discussing as a replacement for the current, very worn carpeting.

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

The meeting was adjourned at 8:30 PM, per a motion made by Sandy, seconded by Joanne, and unanimously agreed to by the Board.

Respectfully submitted,

Julie Gann, Secretary

| Action Items       |  |   |
|--------------------|--|---|
| Person Responsible | Task   | Status / Notes  |
| Adah               | 2/10/20: schedule and conduct annual review with Pat   |   |
| Julie              | 2/10/20: check with Rosemary to see if she's interested in doing a cooking program for kids, and if so, what age range | 2/25/20: Rosemary is interested, but would like to wait to discuss details until early April. |
| Phyllis            | 2/10/20: check out cost of indoor/outdoor carpet, and what flooring materials are appropriate                          |   |
| Jill               | 2/10/20: Jill set up accounts at Quality Hardware and Lowe's for Jim to use to purchase materials needed for the ramp. |   |
| Joanne, Jim        | 1/13/20: check out adding a motion sensor light above the library door.  | 2/10/20: in process   |
| Adah               | 1/13/20: check with Faith St. John about working some substitute hours at the library                                  | 2/10/20: has contacted Faith, and is waiting to hear back from her to set up an interview     |
| Sandy              | 12/9/19: final report on work for grant to Home for Aged Women due ???   | 2/10/20: Sandy reported that the work must be completed & final report submitted by 5/31/20   |
| Adah               | 12/9/19: replace lock on cabinet door  | 3/5/20: completed   |

| Action Items       |   |   |
|--------------------|---|---|
| Person Responsible | Task  | Status / Notes  |
| Adah               | 11/11/19: set up program for selecting Medicare supplement policies for October/November 2020   |   |
| Martha             | 11/11/19: send Nancy Amo a thank you note; review Nancy's notes and our policies for recommended changes                              | 2/10/20: working on policy changes<br>12/9/19: sent thank you note; working on policy changes   |
| 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. | 2/10/20: no updates<br>12/9/19: Adah checked, they are working on it  |
| 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                                      |
| Jim                | 7/8/19: replace rotted corner post  | 2/10/20: money for this was included in grant from Home for Aged Women, so must be completed NLT end of May<br>12/9/19: will do in the spring |
| Adah, Board        | 1/13/20: in June, re-look possibility of opening the library on Fridays, late afternoons  |   |
| Joanne, Julie      | 1/14/19: check with Chronicle and Post Star re meeting notice not being published.  |   |
| 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                     | 12/9/19: in progress<br>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<br>5/14/18: will talk with him<br>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.       | 12/9/19: in progress<br>8/12/19: in progress<br>5/14/19 Still open<br>5/14/18: will do after attic clean-up; taking pictures is sufficient    |

Argyle Free Library  
Trustees Meeting Agenda  
February 10, 2020

Call to Order

Discussion with Jim Hempel about ramp

Minutes of Last Meeting

Board Calendar

Treasurer's Report

Director's Report

Committee Reports

- Friends of the Library
- Personnel Committee
- Building Committee

Old Business

- Sign Conflict of Interest
- Ramp materials, responsibilities
- Behavior Policy- review and vote
- Preliminary Questions-Accounts Payable Policy

New Business

- Water emergencies

Action Items

Other Business

Date of Next Meeting

Adjournment

## Treasurer's Report February 2020

### Account Balances - As of 2/7/2020 (Includes unrealized gains)

| Account                                | 2/7/2020<br>Balance |
|--|---------------------|
| <b>Bank Accounts</b>                   |                     |
| Friends' GFN                           | 5,779.60            |
| GF National Bank-Cash Checking         | 48,720.92           |
| GF National CD's-Multi-Year Redemption | 75,000.00           |
| <b>TOTAL Bank Accounts</b>             | <b>129,500.52</b>   |
| <b>Cash Accounts</b>                   |                     |
| Petty Cash                             | 43.55               |
| <b>TOTAL Cash Accounts</b>             | <b>43.55</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>169,544.07</b>   |

## 2020 Budget to Actual - 2020

1/1/2020 through 12/31/2020 Using 2020 Budget

2/7/2020

| Category                                | Actual         | 2020 Budget   | Difference     |
|---|----------------|---------------|----------------|
| <b>INCOME</b>                           | <b>3,374</b>   | <b>85,052</b> | <b>-81,678</b> |
| Copies-Copier & Computer Printing       | 16             | 360           | -344           |
| Dividends                               | 0              | 160           | -160           |
| Fines                                   | 56             | 708           | -652           |
| Interest Received                       | 0              | 50            | -50            |
| <b>Major Revenue</b>                    | <b>3,244</b>   | <b>83,774</b> | <b>-80,530</b> |
| Argyle School District                  | 0              | 62,174        | -62,174        |
| Argyle Town                             | 0              | 12,000        | -12,000        |
| Argyle Village                          | 0              | 500           | -500           |
| Book sales                              | 0              | 200           | -200           |
| Donations-Fund Raising & Gifts          | 3,244          | 7,500         | -4,256         |
| New York State-SALS                     | 0              | 1,400         | -1,400         |
| <b>EXPENSES</b>                         | <b>13,649</b>  | <b>85,052</b> | <b>71,403</b>  |
| Donations                               | 0              | 300           | 300            |
| Equipment                               | 264            | 1,400         | 1,136          |
| <b>Major Library</b>                    | <b>1,912</b>   | <b>4,475</b>  | <b>2,563</b>   |
| Books                                   | 1,775          | 3,000         | 1,225          |
| Digital Data                            | 137            | 1,200         | 1,063          |
| Subscriptions-Magazines                 | 0              | 275           | 275            |
| Membership Fees                         | 0              | 100           | 100            |
| Payroll Services                        | 21             | 225           | 205            |
| Program Events                          | 37             | 1,100         | 1,063          |
| Special Programs                        | 37             | 600           | 563            |
| Summer Prog                             | 0              | 500           | 500            |
| Service Charges (SALS)                  | 206            | 2,400         | 2,194          |
| Bus. Insurance                          | 0              | 3,000         | 3,000          |
| Business Tax                            | 2,456          | 11,880        | 9,424          |
| Employee Benefit, Business-Employee ... | 0              | 300           | 300            |
| Other Employee Benefit, Business-E...   | 0              | 300           | 300            |
| Legal-Prof Fees                         | 0              | 200           | 200            |
| Licenses and Permits-License and Per... | 0              | 320           | 320            |
| Office                                  | 4              | 69            | 65             |
| Postage and Delivery                    | 656            | 850           | 194            |
| Printing and Reproduction               | 0              | 250           | 250            |
| Repairs & Maint                         | 390            | 5,163         | 4,773          |
| Supplies, Bus-Supplies                  | 107            | 1,050         | 943            |
| Travel, Bus-Business Travel Expense     | 0              | 500           | 500            |
| <b>Utilities, Bus</b>                   | <b>3,302</b>   | <b>3,770</b>  | <b>468</b>     |
| Electrical Service                      | 1,302          | 1,600         | 298            |
| Heating Oil                             | 1,343          | 1,600         | 257            |
| Telephone                               | 656            | 570           | -86            |
| Wages                                   | 4,236          | 47,700        | 43,464         |
| <b>Net Difference:</b>                  | <b>-10,274</b> | <b>0</b>      | <b>-10,274</b> |

## Director's Report: February 2020

### 1. General Updates:

675 items with 766 circs (what was actually circulated at our library by the library that the item came from and the material type)

556 items with 642 circs (items circulated from AFL's collection regardless of where the items were checked out)

-patron counter stats

-programs for March 2020

-Annual Report Review

-Update on Pat

-FPF post on vandalism

-Waiting to hear back from Faith about substitute position

-Prom dress giveaway timeline

-PTO coverage by Mary Lou

-new community outreach opportunities (Office for the Aging and new Pastor)

### 2. Upcoming Programs:

Valentine's Day Card Making – Wednesday, 2/12 @ 3:00PM

Prom Dress Giveaway – Thursday 2/13 (3:30 to 5:30), Friday 2/14 (4:00 to 6:00), Saturday 2/15 (10 to 1), Monday 2/17 (5:00 to 6:00), Thursday 2/20 (3:30 to 5:30), Wednesday 2/26 (5:00 to 6:00), Friday 2/28 (4:00 to 6:00)

ACSD's Donna Smyth's Story Time – Wednesday, 2/19 @ 1:00PM

Movie Night for Kids: Secret Life of Pets 2 – Friday, 2/21 @ 4:30PM

Wine Glass Painting – Thursday, 2/27 @ 4:00PM