

Minutes of the Argyle Free Library Board of Trustees May 6, 2019

The meeting was called to order at 6:31 pm by Martha Johnson, President.

Members present were: Jill Hamilton, Martha Johnson, Sandy Smith, Phyllis Snell and Bob Webster. Adah DeRosier, Library Director, also attended.

Donna Ruppel attended in the interest of becoming a board member.

Oliver DeRosier was in attendance to present his team's design suggestions for a new library logo.

New Library Logo:

Oliver DeRosier from Trampoline Graphic Designs show the board four designs for the new library logo. Oliver said that he would add some more color to one of the popular designs and bring it back to show us. The board agreed to wait for the change before deciding on one particular logo.

Minutes of Last Meeting:

Minutes of our April 8th meeting were reviewed. Bob motioned to accept the minutes with one change to the minutes to clearly state that Linda had paid the fines out of her own pocket for filing the library tax exemption after the deadline. Sandy seconded and the motion was carried.

Joanne agreed to take minutes in Julie's absence.

Board Calendar:

May 14- school board budget meeting. Bob and Joanne will attend.

May 21- budget vote for school and library budget.

In June we will need ideas to use to apply for the Grant for Aged Women.

Treasurer's Report

Treasurer's report is attached here. Also noted, the school gave Jill boxes of paper for library use. Jill did not purchase a CD yet, but when she does it will be short term, such as a few months because interest rates are higher.

We must report the tax cap before we adopt our budget. The tax cap needs to be done in December.

Brian McWhorter is doing the lawn maintenance for the season for \$660. Jill is getting a quote on the tree behind the library.

Director's report

We need to replace two CPUs but we budgeted for one CPU. Adah will buy one CPU without a monitor for the public. She noted the two we have just bought have no end to their warranty.

SALS will be buying a little cooler for the Fresh Food program This will start at the end of June.

The thermal printer has to be purchased from SALS and it is \$260. Jill motioned and Joanne seconded; all voted in favor.

Two of the tiles have lifted up in the bathroom and could be a potential trip and fall problem. Joanne will look into repairs for this.

ARSL membership. The board agreed to purchasing an ARSL membership for Adah.

Saratoga Performing Arts will be offering a discount of 20% if you use the first five digits of your library card number. This is for classical music and dance programs.

MiSci is offering a program called "Engineering Mission: Design a Moon Vehicle for \$150. Sandy motioned and Bob seconded our purchase of this program; all voted in favor.

Committee Reports

Friends of the Library: Plant and Bake sale Mother's day weekend. There were not as many plants but the sale raised the same or more funds, with a total of \$1,383.21. It was noticed that people picked a few plants but left a large donation. The next FOL meeting is June 3 at 7 pm.

Personnel Committee: nothing at this moment

Building Committee: Still waiting for the ground to dry out to do outside repairs.

Old Business

Financial Review: Bob is working on providing internship work through SUNY Adirondack. We will pay an intern \$500 for a financial review. Bob motioned, Sandy seconded and all voted in favor.

Whistle Blower Policy: Adah and Phyllis will work on this.

New Business

Home for Aged Women Grant: We are considering redoing ramp, it's slippery and we questioned whether there is enough space at the top to turn into the door way. We also discussed push buttons to open the doors. The application is due July 12. Sandy will work on this.

Book sale: Bob will write up steps for the book sale.

Sexual harassment policy: We will need this in place when we go for mandatory training in September. We will go to a training session set up by the Town of Argyle which includes other municipalities. Joanne will work on this using the town's policy as a basis. We will need to review other policies next.

New Board Member: Donna agreed to join the library board. Bob motioned, Sandy seconded and all voted in favor.

Action Items

We adjusted our list as shown below.

Date of Next Meeting: June 10, 2019 at 6:30.

The meeting was adjourned at 8:37 pm. Bob motioned to adjourn, Sandy seconded and all voted in favor.

Respectfully submitted,

Joanne McDowell, Vice President

Action Items		
Person Responsible	Task	Status / Notes
Sandy	5/14/19 Sandy said she would work on the Home for Aged Women Grant, possibly a new ramp or push button doors or other ideas	
Adah and Phyllis	5/14/19 Will work on Whistle Blower policy	
Joanne and anyone	5/14/19 will work on Sexual Harassment policy to be done before Sept.	

Action Items		
Person Responsible	Task	Status / Notes
Joanne and anyone	5/14/19 Will work on Workplace Violence policy to be done before Sept.	
Adah	4/8/19: monitor Association for Rural Libraries for scholarship application.	5/14/19 Board voted to purchase membership for Adah
Adah	3/11/19: check into ordering a thermal printer for receipts	5/14/19: Board approved purchase, and Adah will buy it 4/8/19: Demco price = \$285, Amazon has 10 rolls of paper for \$19; will check with SALS
Building Committee	3/11/19: replace battery in 2 nd 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 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

Action Items		
Person Responsible	Task	Status / Notes
Julie	12/10/18: make PTO policy changes IAW December meeting's discussion 11/12/18: check out other libraries PTO policies	12/5/18: did check out other libraries PTO policies
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: write a Whistleblower Policy, as required by the Trustees Handbook	5/14/19 Still open 5/14/18: wait until the Strategic Plan is completed
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
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
May 13, 2019

Call to Order

Introduce Donna Ruppel

Minutes of Last Meeting

Board Calendar

Treasurer's Report

Director's Report

Committee Reports

- Friends of the Library
- Personnel Committee
- Strategic Planning Committee
- Building Committee

Old Business

- Financial review
- By-laws review
- Board member search
- Whistle blower policy

New Business

- Home for Aged Women grant
- Book sale
- Review all policies

Action Items

Other Business

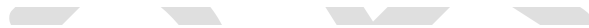
- Homework assignment pp 62-68 in 2018 edition of the Handbook for Library Trustees of NYS

Date of Next Meeting

Adjournment

Account Balances - As of 5/10/2019
(Includes unrealized gains)

Account	5/10/2019 Balance
Bank Accounts	
Friends' GFN	4,333.99
GF National Bank-Cash Checking	46,588.97
GF National CD's-Multi-Year Redemption	60,000.00
TOTAL Bank Accounts	110,922.96
 Cash Accounts	
Petty Cash	87.49
TOTAL Cash Accounts	87.49
 Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	151,010.45



2019 Budget to Actual - 2019			
1/1/2019 through 12/31/2019 Using 2019 Budget			
5/10/2019	Category	Actual	2019 Budget Difference
	INCOME	20,536	86,103 -65,567
	Copies-Copier & Computer Printing	175	360 -185
	Dividends	160	200 -40
	Fines	219	708 -489
	Interest Received	0	40 -40
	Major Revenue	19,507	83,465 -63,958
	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	3,932	3,210 722
	Friends Income	75	1,000 -925
	Grants	1,500	5,000 -3,500
	New York State-SALS	2,500	1,400 1,100
	Other Inc, Bus	122	1,330 -1,208
	EXPENSES	31,341	86,103 54,762
	Donations	200	300 100
	Equipment	1,469	2,400 931
	Friends Expense	0	1,000 1,000
	Major Library	1,712	4,475 2,763
	Books	1,199	3,000 1,801
	Digital Data	513	1,200 687
	Subscriptions-Magazines	0	275 275
	Membership Fees	0	250 250
	Payroll Services	84	225 142
	Program Events	983	1,100 117
	Special Programs	983	600 -383
	Summer Prog	0	500 500
	Service Charges (SALS)	811	2,400 1,589
	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	424	0 -424
	Postage and Delivery	975	850 -125
	Printing and Reproduction	0	250 250
	Repairs & Maint	1,493	3,200 1,707
	Supplies, Bus-Supplies	129	1,050 921
	Travel, Bus-Business Travel Expense	0	1,500 1,500
	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	13,502	47,226 33,724
	Net Difference:	-10,805	0 -10,805