

**ARGYLE FREE LIBRARY
TRUSTEES MEETING**

August 18, 2015 at 7:00 pm

Call to Order

Minutes of Last Meeting

Treasurers Report

Old Business:

- Book Culling
- Independent Audit
- Policies and Procedures
- Library Visits
- Handicapped Bathroom

New Business

- Snow Plowing
- Annual Fundraising

Other Business

Date of Next Meeting

Adjournment

Minutes of the Argyle Free Library Board of Trustees

August 18, 2015

The meeting was called to order at 7:00 by Remus Preda, President.

Members present: Martha Johnson, Carol Kuhr, Joanne McDowell, Remus Preda, Catrina Scott-Becker, Amy Stott, Robert Webster.

Minutes of the July 15 meeting were approved with corrections.

The Treasurer's report was presented by Catrina Scott-Becker

Old Business

- **Book Culling**: Carol reported on the current progress being made in removing non-circulating books from the shelves. Possible means of expediting the process, including asking Friends of the Library to help pull books, were discussed. Carol will volunteer to help with withdrawing books from the SALS computer system and taking the books to the recycling center. Remus and Carol will talk to Sue McWhorter about finding others ways to speed the process.
- **Independent Audit**: A motion was made, seconded, and approved to hire Tara Nolan, CPA, of Greenwich, to perform an audit review of our financial records for the year 2014.
- **Policies**: A motion was made, seconded and approved to adopt the Accounts Payable policy as presented by the policy committee. Approval was also given to add two paragraphs concerning Petty Cash to our current Financial Policy. Consideration of the Records Retention policy was tabled until our next meeting.
- **Library Visits**: There was discussion of proposed visits to other area library to look at building use and layout. Amy will visit the library in Chester. Melody White and her student will visit Stony Creek, Corinth and Hadley Luzerne.
- **Handicapped Bathroom**: Remus will speak to Sara Dallas at SALS about beginning the process of planning a bathroom to meet Handicapped Access codes. Carol will contact SALS for advice on culling books from the children's section to free space for the bathroom expansion. There was discussion of trying to firm up a plan in time for making a SALS Building Grant proposal this winter.

New Business

- **Snow Plowing**: Rick Dennis has informed the Board that he is no longer in the business of plowing and removing snow. Joanne McDowell will post a request for snow plowing bids on Front Porch Forum.
- **Fundraising Letter**: Carol will edit Bob's draft fundraising letter. Amy will pick up envelopes at Kingsbury printing. Letters need to be mailed out in October. Ron Black at

Argyle Central School can be asked to run off 1,450 copies of the letter. Rather than contracting with Mailing Made Easy, which is an expense, we will stuff and mail the letters ourselves.

Other Business

- **2016 Budget**: Bob has drafted a budget for 2016 for adoption before the end of 2015.

Our next meeting will be held on Monday, September 21.

The meeting adjourned at 8:16 pm.

Respectfully submitted,

Carol Kuhr, Secretary

8/17/2015

Net Worth - As of 8/17/2015
(Includes unrealized gains)

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Account	8/17/2015 Balance
ASSETS	
Cash and Bank Accounts	
GF National Bank-Cash Checking	16,201.94
GF National CD's-Multi-Year Redemption	71,951.65
Petty Cash	83.35
TOTAL Cash and Bank Accounts	88,236.94
Other Assets	
Library Bldg	69,600.00
TOTAL Other Assets	69,600.00
TOTAL ASSETS	157,836.94
LIABILITIES	
	0.00
OVERALL TOTAL	157,836.94

Transaction
7/14/2015 through 8/18/2015

8/17/2015

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 7/13/2015								159,718.41
7/23/2015	GF National ...	2305	New York Fir...Annual Fire...	Repairs & M...			R	-39.00
7/23/2015	GF National ...	2306	Carrie Willia... Supplies	Program Eve...				-33.16
7/23/2015	GF National ...	2307	Erie Insurance Workman ...	Bus. Insurance			R	-19.00
7/24/2015	GF National ...	2308	James Smith July 17th	Program Eve...			R	-50.00
7/24/2015	GF National ...		Argyle Free ... July 2010 B...	[Petty Cash]			R	265.00
7/27/2015	GF National ...	EFT	NYS Employ... 2nd Q 2015	Business Tax			R	-143.80
7/28/2015	GF National ...		Glens Falls ...	[GF National...]			R	10,310.09
7/28/2015	GF National ...		Glens Falls ...	[GF National...]			R	5,637.43
7/29/2015	GF National ...	2309	United State... 2nd Q 2015	Business Tax				-1,030.21
8/3/2015	GF National ...	2310	Patricia Jones Jly 2015	Wages				-550.69
8/3/2015	GF National ...	2311	Suzanne Mc... Jly 2015	Wages				-951.85
8/3/2015	GF National ...	2312	Carrie Willia... Jly 2015	Wages				-432.19
8/7/2015	GF National ...	2314	Catrina BeckerQuicken So...	Office				-69.54
7/28/2015	GF National ...	DEP	Glens Falls ...	Interest Rec...				1,197.80
7/28/2015	GF National ...	DEP	Glens Falls ...	Interest Rec...				84.23
7/28/2015	GF National ...	transfer	Glens Falls ...	[GF National...]				-10,310.09
7/28/2015	GF National ...	transfer	Glens Falls ...	[GF National...]				-5,637.43
7/21/2015	Petty Cash		Walmart	Major Library...			R	-19.13
7/24/2015	Petty Cash		Walmart	Major Library...			R	-15.92
7/24/2015	Petty Cash	trf	Argyle Free ... July 2010 B...	[GF National...]			R	-265.00
7/31/2015	Petty Cash	DEP	Fines	Fines			R	94.40
7/31/2015	Petty Cash	DEP	Donations	Major Reven...			R	68.75
7/31/2015	Petty Cash		Copies	Copies			R	30.40
7/31/2015	Petty Cash		Balance Adj...	Balance Adj			R	-2.56
7/14/2015 - 8/18/2015								-1,881.47
BALANCE 8/18/2015								157,836.94
TOTAL INFLOWS								17,688.10
TOTAL OUTFLOWS								-19,569.57
NET TOTAL								-1,881.47

2015 Budget - Year To Date
 1/1/2015 through 8/17/2015 Using 2015 Budget

8/17/2015

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Category	1/1/2015 Actual	- Budget	8/17/2015 Difference
INCOME	16,152	14,259	1,893
Copies-Copier & Computer Copies	228	302	-74
Dividends	325	245	80
Fines	654	642	12
Interest Received	2,596	100	2,496
Major Revenue	12,349	12,971	-622
Argyle School District	0	0	0
Argyle Town	10,000	10,000	0
Argyle Village	0	274	-274
Book sales	581	500	81
Donations-Fund Raising & Gifts	1,474	2,197	-722
New York State-SALS	293	0	293
EXPENSES	33,987	39,250	5,263
Equipment	245	400	155
Major Library	4,411	4,416	5
Books-All Books	3,588	3,500	-88
Digital Data-Videos & Software	532	566	34
Subscriptions-Magazines	291	350	59
Payroll Services	217	325	108
Program Events	581	1,026	445
Special Programs	225	180	-45
Summer Prog	356	846	490
Renovation	0	0	0
Service Charges (SALS)	2,934	2,940	6
Business Tax-Taxes	3,564	3,726	162
Insurance, Bus-Insurance (non health)	0	1,429	1,429
Office-Office Expenses	123	498	375
Postage and Delivery-Postage and Delivery Ex...	122	200	78
Repairs & Maint-Repairs & Maintenance	3,886	4,244	357
Supplies, Bus-Supplies	113	347	234
Utilities, Bus	4,882	5,500	618
Electrical Service-Electrical Service Expense	1,382	1,400	18
Heating Oil-Heating Oil Expense	2,000	2,500	500
Telephone-Telephone Expense	1,500	1,600	100
Wages-Wages	12,909	14,199	1,290
Net Difference:	-17,834	-24,990	7,156