

ARGYLE FREE LIBRARY
TRUSTEES MEETING

December 14, 2015 at 7:00 pm

Call to Order

Minutes of Last Meeting

Finance Committee Report

- Tara Nolan - Review Report of Library's Financials
- New Budget
- Annual Fundraising

Building Committee Report

- Snow Plowing Update
- Library Cleaning
- Book Culling Update

Other Committee Reports

- Policy and Procedure Committee
 1. Open Meeting Policy
 2. Strategic Plan for 2016
- Officer Nominating Committee

Other Business

- Calendar of Events
- Review of 2014 Annual Report

Date of Next Meeting

Adjournment

Exec. Session

Minutes of the Argyle Free Library Board of Trustees

December 14, 2015

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

Members present: Rick Dennis, Julie Gann, Martha Johnson, Carol Kuhr, Joanne McDowell, Remus Preda, Catrina Scott-Becker, Amy Stott.

Also attending were Tara Nolan and Pat Jones.

Minutes of the October 29, 2015 meeting were approved.

Finance Committee Report:

Review Report of Library's Financials, Tara Nolan, CPA:

Tara presented her financial review of the library for the year ending December 31, 2014. The full report will be available on the library's website. Tara reported that our books are balanced and in order. She does recommend that we improve our internal controls by having a second board member view bank statements and invoices. She also recommends that two people sign any check with a value of \$1,000 or more. She suggests that we should have an annual financial review and a full audit at 3 to 5 year intervals.

New Budget:

The proposed budget for 2016 was presented by Catrina Scott-Becker, Acting Treasurer. Proposed pay raises for the library staff were presented. After discussion, the budget was referred back to Catrina who will seek clarification of a number of items from Bob Webster.

Annual Fundraising:

Catrina reports that donations are continuing to be received. (By email, Catrina reports that \$3,231 had been received as of 12/14.)

Building Committee Report:

Snow Plowing Update:

Remus will ask Bob Hummerston if the town can supply snow removal services to the library. If the town cannot accommodate us, Remus will call Rick Coats. If necessary, we will consider hiring separate people — one to plow and one to shovel the walks and paths. Rick Dennis can speak to Nick Montel about shoveling if we cannot find someone to plow and shovel.

Library Cleaning:

A cleaning person has not yet been hired. Pat Jones reports that her daughter is interested in filling the position.

Book Culling Update: Culling the non-fiction collection has been completed. Pat Jones has begun to cull the fiction collection, pulling books that have not circulated in more than six years. She suggests that we consider consolidating the remaining non-fiction books to make more space for mysteries.

Other Committee Reports:

Officer Nominating Committee:

We will elect officers at next month's Annual Meeting of the board. Rather than forming a nominating committee, we will make nominations from the floor at that meeting. Bob Webster's term will expire at the end of this year. Remus will contact Bob about continuing to serve.

Policy and Procedure Committee:

Amy Stott made a motion, seconded by Joanne McDowell, to adopt an Open Meeting Policy presented by Julie Gann. The motion was passed by unanimous vote. Carol Kuhr made a motion, seconded by Remus Preda, to adopt a preliminary Strategic Plan for 2016-2021 presented by Julie. The motion was passed by unanimous vote. At our January meeting we will consider how to proceed with an ongoing planning process. Trustees are asked to read pages 57-59 in the new Trustees Handbook.

Other Business:

Calendar of Events:

Julie has distributed a revised Calendar of Events showing when important actions must be complete in the course of the year.

Review of 2014 Annual Report:

The report was reviewed and discussed. It is the responsibility of Trustees to know what is in the report that is submitted to the State of New York each year.

Personnel:

Remus and Carol will speak to Sue McWhorter about changing her job title from Library Director to Assistant Library Director. A motion was made and approved to form a Personnel Committee. Joanne and Rick will serve. They will write a job description for the Library Director position and begin a search for a new Library Director. Amy Stott will speak to Mary Wicks about library cleaning. Carol will forward the description of cleaning duties to Amy.

Our next meeting will be held on Monday, 1/11/16, at 7:00pm.

The meeting adjourned at 9:00pm.

Respectfully submitted,

Carol Kuhr, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Catrina Scott-Becker	Will contact Bob Webster for clarification of proposed budget.	
Remus Preda	Will speak to Bob Hummerston and, if necessary, Rick Coats about snow removal.	
Remus Preda	Will contact Bob Webster about serving for another three year term as trustee.	
All Trustees	Are asked to read pp. 57-59 of the Handbook for Library Trustees.	
Carol Kuhr Remus Preda	Will speak to Sue McWhorter about a change in her job title.	
Rick Dennis Joanne McDowell	Will convene as a Personnel Committee. They will write a job description for the position of Library Director and begin a search to fill that position.	
Amy Stott	Will speak to Mary Wicks about library cleaning.	
Carol Kuhr	Will forward description of cleaning duties to Amy.	
Carol Kuhr	Will talk to Sue McWhorter about culling the adult fiction and the children's collections.	12/14/15 Pat Jones has begun to cull the adult fiction collection of books that have not circulated in six years.
Carol Kuhr	Will draft a building use policy for presentation at the next board meeting.	12/14/15 Approval of this policy, and the proposed Records Retention Policy, will be moved to the January meeting.
Remus Preda	Will send Julie the agenda from the 8/18 meeting.	
Remus Preda	9/21/15 Contact Bob Webster about location of older records; Carol Kuhr about location of older meeting minutes.	A follow-up discussion will be needed at a later date.

2015 Budget - Year To Date
 1/1/2015 through 12/6/2015 Using 2015 Budget

12/6/2015

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Category	1/1/2015 Actual	- Budget	12/6/2015 Difference
INCOME	47,550	46,929	621
Copies-Copier & Computer Copies	228	448	-220
Dividends	325	279	46
Fines	666	951	-286
Interest Received	2,596	125	2,471
Major Revenue	43,735	45,126	-1,392
Argyle School District	29,400	29,400	0
Argyle Town	10,000	10,000	0
Argyle Village	500	500	0
Book sales	581	500	81
Donations-Fund Raising & Gifts	2,960	3,526	-566
New York State-SALS	293	1,200	-907
EXPENSES	40,223	51,622	11,399
Equipment	245	800	555
Major Library	4,743	5,117	374
Books-All Books	3,920	3,918	-2
Digital Data-Videos & Software	532	840	307
Subscriptions-Magazines	291	360	69
Payroll Services	217	325	108
Program Events	654	1,118	463
Special Programs	225	272	47
Summer Prog	429	846	417
Renovation	0	0	0
Service Charges (SALS)	2,934	3,238	304
Business Tax-Taxes	3,564	4,779	1,215
Insurance, Bus-Insurance (non health)	1,517	2,571	1,054
Office-Office Expenses	415	739	323
Postage and Delivery-Postage and Delivery Ex...	122	550	428
Repairs & Maint-Repairs & Maintenance	3,886	4,699	813
Supplies, Bus-Supplies	252	515	263
Utilities, Bus	4,882	6,116	1,234
Electrical Service-Electrical Service Expense	1,382	1,700	318
Heating Oil-Heating Oil Expense	2,000	2,816	816
Telephone-Telephone Expense	1,500	1,600	100
Wages-Wages	16,792	21,055	4,263
Net Difference:	7,327	-4,693	12,020

Detail Transactions
11/2/2015 through 12/6/2015

12/6/2015

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Date	Num	Description	Memo	Category	Amount
INCOME					2,470.39
Major Revenue					910.00
Donations-Fund Raising & Gifts					910.00
11/9/2015	DEP	Donations	Annual Fund Raiser	Major Revenu...	910.00
Other Inc, Bus-Other Business Income					1,560.39
11/2/2015	DEP	Fines/Petty Cash Tin		Other Inc, Bus	167.00
12/4/2015	DEP	Donations	Annual Fund Raiser	Other Inc, Bus	760.00
12/4/2015	DEP	Donations	Annual Fund Raiser	Other Inc, Bus	633.39
EXPENSES					-389.78
Major Library					-332.03
Books-All Books					-332.03
12/4/2015	2335	Baker & Taylor	Acct# L4178783	Major Library:...	-332.03
Supplies, Bus-Supplies					-57.75
11/20/2015	DC	Staples		Supplies, Bus	-57.75
OVERALL TOTAL					2,080.61

Net Worth - As of 12/6/2015

(Includes unrealized gains)

12/6/2015

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Account	12/6/2015 Balance
ASSETS	
Cash and Bank Accounts	
GF National Bank-Cash Checking	47,180.48
GF National CD's-Multi-Year Redemption	71,951.65
Petty Cash	301.85
TOTAL Cash and Bank Accounts	119,433.98
TOTAL ASSETS	119,433.98
LIABILITIES	
	0.00
OVERALL TOTAL	119,433.98

Draft 2016 Budget

2015 Budget - Year To Date

1/1/2015 through 12/7/2015 Using Budget 2016

12/7/2015

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Category	1/1/2015 Actual	- Budget	12/7/2015 Difference
INCOME	47,550	46,678	872
Copies-Copier & Computer Copies	228	449	-221
Dividends	325	0	325
Fines	666	954	-289
Interest Received	2,596	129	2,467
Major Revenue	43,735	45,145	-1,411
Argyle School District	29,400	29,400	0
Argyle Town	10,000	10,000	0
Argyle Village	500	500	0
Book sales	581	500	81
Donations-Fund Raising & Gifts	2,960	3,545	-585
New York State-SALS	293	1,200	-907
EXPENSES	40,223	53,914	13,692
Equipment	245	800	555
Major Library	4,743	4,738	-5
Books-All Books	3,920	3,536	-384
Digital Data-Videos & Software	532	842	310
Subscriptions-Magazines	291	360	69
Payroll Services	217	325	108
Program Events	654	1,118	464
Special Programs	225	272	47
Summer Prog	429	846	417
Renovation	0	5,613	5,613
Service Charges (SALS)	2,934	2,136	-798
Business Tax-Taxes	3,564	5,097	1,533
Insurance, Bus-Insurance (non health)	1,517	2,584	1,067
Office-Office Expenses	415	741	326
Postage and Delivery-Postage and Delivery Ex...	122	550	428
Repairs & Maint-Repairs & Maintenance	3,886	1,703	-2,183
Supplies, Bus-Supplies	252	516	265
Utilities, Bus	4,882	6,135	1,254
Electrical Service-Electrical Service Expense	1,382	1,700	318
Heating Oil-Heating Oil Expense	2,000	2,835	835
Telephone-Telephone Expense	1,500	1,600	100
Wages-Wages	16,792	21,857	5,065
Net Difference:	7,327	-7,236	14,564