

ARGYLE FREE LIBRARY
TRUSTEES MEETING

January 11, 2016 at 7:00 pm

Call to Order

Minutes of Last Meeting

Treasurers Report

New Business:

- Election of Officers
- LTA annual dues/membership *Library Trustee Assn*
- Create Finance Committee?
- Create Building and Grounds Committee?
- Summer reading program training-do we want to send someone?

Old Business:

- Director Search/Hiring
- Library Cleaning
- Snow Removal
- Pending policies
- Discuss Planning Process
- Status of youth representatives?

Other Business

Date of Next Meeting

Adjournment

Minutes of the Argyle Free Library Board of Trustees

January 11, 2016

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.

Minutes of the December 14, 2015 meeting were approved

Treasurer's Report:

Catrina requested the Board's approval to pay the oil and phone bills in one lump sum to cover those annual costs. The Board approved this request.

In response to questions from the last meeting about some of the 2016 budget items, Catrina was not able to provide answers, so we will need to defer these questions until Bob Webster returns. The 2016 budget, as presented at the December meeting, was approved with the understanding that it will need to be modified to accommodate the new Library Director's salary, and also possibly in response to questions that Bob will answer upon his return.

Some library staff questioned why they had not received their normal annual bonus for 2015. This was an oversight, and Catrina will ensure that the standard bonuses will be paid.

New Business:

- Election of Officers
 - Carol Kuhr resigned as trustee, effective immediately. She will check with Cindy Davidson to see if she's interested in serving on the Board. Amy Stott will resign as trustee once a replacement has been elected to the board. Amy will continue to serve on the Building Committee as an interested citizen, once her resignation from the Board becomes effective. Remus will post a notice in Front Porch Forum to invite any persons interested in serving on the Board to contact him.
 - President: Remus Preda was re-nominated for President. No others were nominated and the vote was unanimous to re-elect him as President
 - Vice-President: Amy Stott agreed to continue to serve as Vice-President until her resignation becomes effective. The vote was unanimous to re-elect her as Vice-President
 - Treasurer: Catrina Scott-Becker was re-nominated for Treasurer. No others were nominated and the vote was unanimous. Catrina agreed to continue to serve as interim Treasurer until Bob Webster returns.
 - Secretary: Julie Gann was nominated for Secretary. No others were nominated and the vote was unanimous.

- Library Trustee Association Annual Dues / Membership
 - All Board members agreed that AFL should belong to the LTA. Catrina will pay the LTA annual dues.
- Create Finance Committee
 - Our AFL Bylaws require a Finance Committee. One of Tara Nolan's audit recommendations was that all money coming in and going out of AFL's accounts be reviewed by someone other than the Treasurer.
 - Our Bylaws need to be revised to include, among other things, the duties of a Finance Committee to ensure the recommendations from the audit, and recommendations in the Library Trustees Handbook are addressed. After additional discussion, it was decided that the Bylaws need a thorough review and update. Martha Johnson and Joanne McDowell agreed to form a Bylaws Committee and have a draft of recommended changes to the bylaws for our next meeting.
- Create Building and Grounds Committee
 - Due to time limitations, this discussion was postponed until our February meeting.
- Summer Reading Program Training
 - SALS is offering a training session for the summer reading program. As the Board anticipates that Carrie will run the reading program again this summer with the new Library Director working with her, Carrie will be offered the opportunity to attend the SALS summer reading program training.

Old Business:

- Director Search / Hiring
 - Rick presented the draft job description for the Library Director position. Various members had some suggested changes. Julie is to work with Rick on revising the job description.
- Library Cleaning
 - Mary Wicks has been hired as the new Library cleaning person. The Board determined that Ms. Wicks is to be paid as an independent contractor.
- Snow Removal
 - Ricky Coats has been hired for \$50/cleaning to plow and clear the sidewalk and the path to the furnace. Due to liability concerns, Rick Dennis will talk to the neighbor boys about not shoveling the library walks.
- Pending Policies
 - The Building Use Policy: Carol presented the Building Use Policy that she drafted. Remus made a motion to approve, Rick seconded the motion, and it was unanimously approved.

- Records Retention Policy: Julie presented the Records Retention Policy that she drafted. Remus made a motion to approve it with the addition of information about who is responsible for maintaining each of the records. Martha seconded the motion, and it was unanimously approved.
- Long Range Plan: due to time limitations, discussion on this was tabled until February's meeting.
- Status of Youth Representatives
 - After some discussion, the Board agreed that the routine business discussed during Board meetings is not of much interest to our youth representatives. While they are always welcome to attend, the President (Remus) will provide a special invitation when their input is needed for specific topics. Remus will invite them to February's meeting to get their inputs on the Library's Long Range Plan.

Our next meeting will be held on Monday, 2/8/16 at 7:00 PM.

The meeting adjourned at 9:00 PM

Respectfully submitted,
Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Martha Johnson Joanne McDowell	1/11/16: Review and revise AFL bylaws	draft revisions due by Feb. 8 meeting
Catrina Scott-Becker	Will contact Bob Webster for clarification of proposed budget.	1/11/14: discuss with Bob when he returns
Julie Gann	1/11/16: send suggested changes to Library Director job description to Rick	Sent to Rick 2/4/16
Rick Dennis	1/11/16: talk to the neighbor boys about not shoveling the library walks	
Remus Preda	1/11/16: include discussion of Long Range Plan in February's meeting agenda+	
Remus Preda	1/11/16: invite the youth representatives to February's meeting to discuss the Long Range Plan.	
Remus Preda	1/11/16: post a notice in Front Porch Forum requesting any persons interested in serving on the board to contact him.	
Remus Preda	Will speak to Bob Humiston and, if necessary, Rick Coats about snow removal.	1/11/16: completed
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 to prepare for our discussion of the Long Range Plan.	
Carol Kuhr Remus Preda	Will speak to Sue McWhorter about a change in her job title.	Completed
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.	1/11/16: Draft description presented. Julie will provide written suggestions for changes
Amy Stott	Will speak to Mary Wicks about library cleaning.	1/11/16: Completed
Carol Kuhr	Will forward description of cleaning duties to Amy.	completed
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.	1/11/16: policy approved

Action Items		
Person Responsible	Task	Status / Notes
		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.	Completed
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.

Net Worth - As of 1/9/2016
(Includes unrealized gains)

1/9/2016

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Account	1/9/2016 Balance
ASSETS	
Cash and Bank Accounts	
GF National Bank-Cash Checking	43,298.06
GF National CD's-Multi-Year Redemption	71,951.65
Petty Cash	487.35
TOTAL Cash and Bank Accounts	115,737.06
TOTAL ASSETS	115,737.06
LIABILITIES	
	0.00
OVERALL TOTAL	115,737.06

Detail Transactions

12/14/2015 through 1/11/2016

1/9/2016

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Date	Num	Description	Memo	Category	Amount
INCOME					1,106.06
Major Revenue					673.85
1/8/2016	DEP	Donations	Adirondack Studio	Major Revenue	250.00
Donations-Fund Raising & Gifts					423.85
12/15/2015	DEP	Donations	2015 Mail Fund Drive	Major Revenue...	423.85
Other Inc, Bus-Other Business Income					432.21
12/15/2015	DEP	SALS	Prepayment of Credit Bal...	Other Inc, Bus	432.21
EXPENSES					-2,450.45
Uncategorized					0.00
12/14/2015	2336	**VOID**		c	0.00
Bus. Insurance-Insurance					-508.75
12/21/2015	2339	Erie Insurance	Workman Comp	Bus. Insurance	-340.00
12/21/2015	EFT	ShelterPoint Life In...	NY DBL & Baseline Insur...	Bus. Insurance	-168.75
Legal-Prof Fees-Legal & Prof. Fees					-300.00
12/14/2015	2337	Nolan CPA Services	2014 Reviewed Fiancial ...	Legal-Prof Fees	-300.00
Utilities, Bus					-112.82
Telephone-Telephone Expense					-112.82
12/14/2015	2338	Verizon		Utilities, Bus:T...	-112.82
Wages-Wages					-1,528.88
1/4/2016	2340	Patricia Jones	Dec 15	Wages	-577.03
1/7/2016	2341	Suzanne McWhorter	Dec 15	Wages	-951.85
TRANSFERS					0.00
OVERALL TOTAL					-1,344.39

2015 Budget - 2015

1/1/2015 through 12/31/2015 Using 2015 Budget

1/9/2016

Category	1/1/2015 Actual	- Budget	12/31/2015 Difference
INCOME	49,691	47,760	1,931
Copies-Copier & Computer Copies	228	480	-252
Dividends	325	420	-95
Fines	709	1,020	-311
Interest Received	2,596	230	2,366
Major Revenue	45,832	45,610	222
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	4,723	4,010	713
New York State-SALS	628	1,200	-572
EXPENSES	44,266	54,716	10,449
Equipment	245	800	555
Major Library	4,743	5,460	717
Books-All Books	3,920	4,200	280
Digital Data-Videos & Software	532	900	368
Subscriptions-Magazines	291	360	69
Payroll Services	217	325	108
Program Events	654	1,138	484
Special Programs	225	292	67
Summer Prog	429	846	417
Renovation	0	0	0
Service Charges (SALS)	2,934	3,440	506
Business Tax-Taxes	4,682	4,779	97
Insurance, Bus-Insurance (non health)	1,517	2,908	1,391
Office-Office Expenses	415	792	377
Postage and Delivery-Postage and Delivery Ex...	122	550	428
Repairs & Maint-Repairs & Maintenance	3,886	4,800	914
Supplies, Bus-Supplies	333	552	219
Utilities, Bus	4,994	6,600	1,606
Electrical Service-Electrical Service Expense	1,382	1,700	318
Heating Oil-Heating Oil Expense	2,000	3,300	1,300
Telephone-Telephone Expense	1,613	1,600	-13
Wages-Wages	19,523	22,572	3,049
Net Difference:	5,424	-6,956	12,380

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1/1/2015 through 12/31/2015 Using Budget 2016

1/9/2016

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Argyle Town	10,000	10,000	0
Argyle Village	500	500	0
Book sales	581	500	81
Donations-Fund Raising & Gifts	4,723	4,010	713
New York State-SALS	628	1,200	-572
EXPENSES	44,266	57,102	12,835
Equipment	245	800	555
Major Library	4,743	5,040	297
Books-All Books	3,920	3,780	-140
Digital Data-Videos & Software	532	900	368
Subscriptions-Magazines	291	360	69
Payroll Services	217	325	108
Program Events	654	1,138	484
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Heating Oil-Heating Oil Expense	2,000	3,300	1,300
Telephone-Telephone Expense	1,613	1,600	-13
Wages-Wages	19,523	23,364	3,841
Net Difference:	5,424	-9,762	15,186