

**ARGYLE FREE LIBRARY
TRUSTEES MEETING**

April 11, 2016 at 7:00 pm

Call to Order

Minutes of Last Meeting

Treasurer's Report

- Check for Rick Coats

Old Business

- Library Director Update
- Board Member Search
- Bank Account Signatories

New Business

- New Board Member Orientation Report
- Review of MVLS/SALS Joint Automation Project Contract
- Review By-Law Committee Proposed Changes

Other Business

- SALS Strategic Planning Session Report

Date of Next Meeting

Adjournment

Minutes of the Argyle Free Library Board of Trustees

April 11, 2016

The meeting was called to order at 7:05PM by Remus Preda, President.

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

Minutes of Last Meeting:

Minutes of the March 7, 2015 meeting were approved.

Treasurer's Report:

Catrina presented the Treasurer's Report. She reported that we have received the annual Argyle Town Funding for \$10,000.

Old Business:

- **Library Director Update:** Joanne reported that Rick is not able to continue to participate on the Personnel Committee due to personal issues. Julie Gann will take Rick's place on this committee. After some discussion, the Board determined that once we've decided on a candidate, we will make an employment offer to that candidate, contingent on successful completion of a background check. We will use Morpho Trust's IdentiGO for the background check. Joanne and Julie will do initial phone interviews with the top candidates, then available Board members will do in-person interviews with the top three candidates.
- **Board Member Search:** Amy and Joanne each have potential candidates. They will talk with these candidates and report at our next meeting.
- **Bank Account Signatories:** Julie has been added as a signatory on the bank account. Amy will coordinate with Rick and Catrina for a mutually convenient time to add Rick as a signatory.

New Business:

- **Orientation for New Board Members:** Martha arranged an orientation meeting with Sara Dallas (SALS Director) for our newer Board members (Martha, Joanne, and Rick). Sara explained the SALS resources available to all member libraries, and discussed the AFL statistics. She recommended that we try to increase the funding that is linked to the school budget as it has been unchanged for several years, and our costs are increasing. Sara also discussed the SALS Long Range Planning meetings that are taking place from March – May 2016. Julie and Mary Lou Strode attended the initial planning meeting on March 9. Joanne will attend the follow-on Focus Group in Greenwich. The Orientation Package for new trustees is not yet complete.
- **Review of MVLS/SALS Joint Automation Project Contract:** The Board reviewed the contract and Remus signed. Julie will mail the signature page to SALS.

- Review By-Law Committee Proposed Changes: Bob Webster had suggested a change to the Bylaws approved at our March 2016 meeting to avoid the need for a second signatory for routine payroll checks over \$1,000. Accordingly, the Board agreed to change Article IV Paragraph 7 to note that approved routine payroll expenses are exempt from the \$1,000 limit and do not require a second signature. Julie Gann made a motion to approve this change, Remus Preda seconded the motion, and it was passed unanimously.

Other Business:

- Library Funding:
 - The Argyle Village Board discussed increasing the funding from the \$500 that it has contributed for several years. The request was denied, as the Village Board explained that village residents are currently paying three times for the library – from the village, town, and school contributions to the library.
 - After the meeting, Ron Black (business manager for the Argyle Central School) contacted Sue McWhorter. He needed the amount of library funding to put on the school ballot. Because Ron needed this no later than April 18, it was agreed via e-mail to submit the same amount we have for the past several years (\$29,400).
- SALS offered one scholarship to cover expenses for a trustee to attend the Library Trustees Institute meeting in Plattsburg on May 6-7. No one from the Board is able to attend.
- How to react quickly when necessary: During the new trustees orientation, Sara Dallas said that the Open Meeting requirements do not allow the Board to coordinate actions via email or phone outside of Board meetings. This raised the question as to how to handle situations when a quick response is necessary, and we can't arrange a quorum for a Board meeting. After some discussion, we agreed that everyone would do some research (google, etc.) on this question, and Julie will contact Sara Dallas from SALS.
- On-line Learning Sites: Joanne discussed some potential on-line learning sites that our patrons could use for job training skills and personal enrichment. One such site is Lynda.com. There is a yearly subscription fee for the library (~\$2500/year, need to verify this amount) and once the library subscribes, all patrons can use it free of charge. There are also some Vermont on-line learning sites that may be appropriate.

Our next meeting will be held on Monday, 5/16/16 at 7:00 PM.

The meeting adjourned at 8:10PM

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Martha Johnson Joanne McDowell	4/11/16: Revise AFL bylaws to include exemption from requirement for a second signature for approved, routine payroll expenses.	
Catrina Scott-Becker	Will contact Bob Webster for clarification of proposed budget.	1/11/14: discuss with Bob when he returns
Martha Johnson Joanne McDowell	3/7/16: Create orientation package for new Board trustees	
Remus Preda	1/11/16: invite the youth representatives to February's meeting to discuss the Long Range Plan.	Postpone discussion of Long Range Plan until new Library Director is on board
Catrina Scott-Becker	3/7/16: 1) Change bank signatories to reflect that Julie has replaced Carol as secretary 2) Add Chair of the Finance Committee to bank signature list (Rick Dennis)	1) Completed on 3/14/16 2) As of 4/11/16, still need to add Rick Dennis
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.	Waiting until new Library Director is hired
Personnel Committee: Joanne McDowell Julie Gann	4/11/16: Will follow-up with candidates and select top 3 candidates for interviews with Board	
Library Director	Work with Building Committee to make best use of shelf space emptied by book culling.	
Amy Stott Joanne McDowell	3/7/16: Amy follow-up on potential new board member 4/11/16: Joanne follow-up on potential new board member	
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 is needed. Carol gave Julie minutes for Sept 2010 – Oct 2012; some appear to be missing
Remus Preda	1/11/16: Create/update membership of Building Committee, as required by our Bylaws (Amy Stott, Bob Webster, Sue McWhorter, Marissa Walkup, Ryan Depew	4/30/16: Still needed

Action Items		
Person Responsible	Task	Status / Notes
	members as of 2014)	
Julie Gann	4/11/16: Julie to mail the MVLS/SALS Joint Automation Project Contract signature page to SALS.	Complete
All	Research appropriate ways to resolve questions/situations that need resolution quickly, before a board meeting can be convened. Must be compliant with Open Meetings requirements.	
All	Determine if on-line learning sites are appropriate for us.	

Net Worth - As of 4/10/2016
(Includes unrealized gains)

4/10/2016

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Account	4/10/2016 Balance
ASSETS	
Cash and Bank Accounts	
GF National Bank-Cash Checking	41,924.85
GF National CD's-Multi-Year Redemption	71,951.65
Petty Cash	565.35
TOTAL Cash and Bank Accounts	114,441.85
Other Assets	
Library Bldg	69,600.00
TOTAL Other Assets	69,600.00
TOTAL ASSETS	184,041.85
LIABILITIES	
	0.00
OVERALL TOTAL	184,041.85

2016 YTD Budget to Actual2 - Current Year

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

1/10/2016

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Category	Actual	2016 Budget	Difference
INCOME	10,143	47,340	-37,197
Copies-Copier & Computer Copies	0	480	-480
Dividends	0	0	0
Fines	93	1,020	-927
Interest Received	0	230	-230
Major Revenue	10,050	45,610	-35,560
Argyle School District	0	29,400	-29,400
Argyle Town	10,000	10,000	0
Argyle Village	0	500	-500
Book sales	0	500	-500
Donations-Fund Raising & Gifts	50	4,010	-3,960
New York State-SALS	0	1,200	-1,200
EXPENSES	12,924	57,102	44,178
Equipment	245	800	555
Major Library	1,037	5,040	4,003
Books-All Books	1,037	3,780	2,743
Digital Data-Videos & Software	0	900	900
Subscriptions-Magazines	0	360	360
Payroll Services	0	325	325
Program Events	0	1,138	1,138
Special Programs	0	292	292
Summer Prog	0	846	846
Renovation	0	6,000	6,000
Service Charges (SALS)	368	2,136	1,768
Business Tax-Taxes	1,236	5,097	3,861
Insurance, Bus-Insurance (non health)	0	2,908	2,908
Office-Office Expenses	430	792	362
Postage and Delivery-Postage and Delivery Ex...	0	550	550
Repairs & Maint-Repairs & Maintenance	200	1,800	1,600
Supplies, Bus-Supplies	0	552	552
Utilities, Bus	2,795	6,600	3,805
Electrical Service-Electrical Service Expense	295	1,700	1,405
Heating Oil-Heating Oil Expense	1,500	3,300	1,800
Telephone-Telephone Expense	1,000	1,600	600
Wages-Wages	6,612	23,364	16,752
Net Difference:	-2,781	-9,762	6,981