

ARGYLE FREE LIBRARY
TRUSTEES MEETING

May 16, 2016 at 7:00 pm

Call to Order

Minutes of Last Meeting

Reinstate Bob as Board Member and Treasurer

Treasurer's Report and Financial Issues

- Clarification of 2016 Budget
- Bank Account Signatories
- CD Renewal
- Procedure for Prepaid Bills and 2nd Signatory for Payroll

Old Business

- Library Director Update and Director Wages (Personnel Committee)
- Board Member Search
- Orientation Package for New Board Members

New Business

- Summer Program Preview
- Building Maintenance Items
- Certificate of Insurance for Contractors
- Fundraising Preparations and Book Sale
- Location of Old Records
- Committee Membership Clarification

Other Business

- Discuss Customer Complaints

Date of Next Meeting

Adjournment

Minutes of the Argyle Free Library Board of Trustees

May 16, 2016

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

Members present: Julie Gann, Martha Johnson, Joanne McDowell, Remus Preda, Bob Webster, Amy Stott.

Minutes of Last Meeting:

Minutes of the April 11, 2016 meeting were approved with one minor change.

Board Member Change:

Catrina Scott-Becker, Treasurer, resigned from the Board. The Board accepted her resignation with many thanks for all she did. Bob Webster has returned from his travels. Remus motioned to reinstate Bob as a board member and treasurer, and Joanne seconded the motion. The motion passed unanimously.

It was also noted that Rick Dennis has missed two consecutive board meetings (April and May). According to our bylaws, when a board member misses three consecutive meetings, that member shall be deemed to have resigned. Remus will talk with Rick and encourage him to attend our June meeting.

Treasurer's Report:

Bob presented the Treasurer's Report. A CD has recently matured (about \$7,729), and has been added to the Library's checking account. Another CD is maturing in July (about \$8,300). The current interest rate for a 4-year CD is 0.4% , while a 5-year CD is 1%. Bob motioned that, when the CD matures, we move the money from both (about \$15,000) into a 5-year CD. Remus seconded the motion and it passed unanimously.

The library received \$1133 in donations and memorials in the last month. We extend our deep appreciation for these donations.

When the CPA conducted the routine audit last year, she recommended that the library building be valued as an asset worth \$5,000 due to depreciation. Bob discussed keeping the value at the tax appraisal of \$60,000. Some discussion ensued regarding appraised value vs resell value, which is estimated to be significantly lower due to the lack of a kitchen and full bathroom. Bob will discuss this with the CPA who conducted the audit, and also check our current insurance coverage. He will report to the Board at next month's meeting.

The next round of construction grants is expected to be posted on the NYS Portal in early June. Remus will watch for these, as we would like to apply for a grant for some building improvements.

Bob presented bills for Baker & Taylor (book orders), National Grid, SALS, EBSCO (magazine orders), and Taxes with a View (our bookkeeping service). Remus motioned to approve these bills for payment, Joanne seconded, and the motion passed unanimously.

The Federal tax forms are completed and ready for signature. The deadline to submit is in six weeks, so Julie will scan the forms and e-mail them to all board members for their

review.

Julie will prepare the minutes as soon as possible so Bob can replace Catrina as the main signatory on bank checks. Amy will check with Rick to see if he's been added as a bank signatory. If not, Bob will coordinate with Rick to arrange a time to meet at the bank and add him as a bank signatory.

Old Business:

- **Library Director Update:** The Board interviewed Hannah Stahl on May 14. Joanne will arrange interview dates with the remaining two candidates before the end of May. After some discussion, the board agreed that the new director's specific salary and hours will be dependent on the selected candidate. The employment offer will be contingent on the results of the background check, and there will be a six month probationary period.
- **Board Member Search:** The potential board candidates that Amy and Joanne had in mind did not work out. All board members will continue to look for candidates.
- **Orientation for New Board Members:** Martha has a preliminary list of materials to include in the New Member Orientation Package. These include: SALS summary sheet with Argyle demographic data; summary sheet of library trustee duties; board members contact sheet; relevant web sites (NYLTO, SALS, Argyle Free Library, etc.); Trustees Handbook; AFL Charter and Bylaws; AFL policies; and the Board Calendar of Events. Martha also had some items to be added to the Board's calendar of Events, and will send them to Julie.

New Business:

- **Summer Program:** Carrie Williams has been in charge of the library's summer program for several years, and will be doing this summer's program. Bob will contact her and request that she present her plans for this summer's program to the Board at our June meeting. This will allow us to notify the school and prepare some publicity notifications for the public.
- **Building Maintenance:** We need to purchase some consumables for the library (paper towels, toilet paper, etc.), and also need some new fence rails for the back fence. Remus made a motion and Amy seconded, that Bob be authorized to spend up to \$400 on these items. The motion passed unanimously. As a related item, we discussed the need to update our Financial Policy to reflect the guidelines in the Library Trustees Handbook, including authorization of all bills before payment. The Finance Committee will do this.
- **Certification of Insurance for Independent Contractors:** Mary Wicks was hired as an independent contractor to clean the library. She does not have the required insurance to operate as an independent contractor, and it is not practical for her to obtain it. We will change her status from independent contractor to employee. Amy will discuss this with Mary.
- **Fundraising Preparations and Book Sale:**

- The library stationary that was expected to be leftover from the fundraising letters sent out a few months ago cannot be found. Remus made a motion to authorize Bob to spend up to \$400 on library stationary, Joanne seconded the motion, and it passed unanimously.
- Annual Used Book Sale: Bob volunteered to be in charge of the annual used book sale, to be held during the town's Fourth of July parade.

Other Business:

- Committee Membership was confirmed for the following committees
 - Building Committee (permanent): Amy Stott, Bob Webster, Sue McWhorter, Marissa Walkup (student rep), Ryan Depew (student rep)
 - Finance Committee (permanent): Rick Dennis (chair), Bob Webster, Joanne McDowell
 - Personnel Committee (temporary): Joanne McDowell, Julie Gann
 - Bylaws Committee (temporary): Martha Johnson, Joanne McDowell
- Customer Complaints/Feedback: A member of the board received some feedback about a member of the library staff. Bob will discuss the situation with the Assistant Library Director, and have her take corrective action. One of the responsibilities of the library staff is to create a welcoming atmosphere for all patrons. One of the responsibilities of the library board is to ensure that staff evaluations are conducted annually. In preparation for this, Julie will draft a job description for the library staff.
- Copier Contract: Glens Falls Business Machines has had the copier maintenance contract for several years. They are going out of business (retiring) by the end of May, and have recommended two potential replacement companies: National Business Equipment on Broad Street in Glens Falls, and Repeat Business Systems in Albany. Julie will research this and report back to the Board.

Our next meeting will be held on Monday, 6/6/16 at 7:00 PM.

The meeting adjourned at 9:35PM

Respectfully submitted,

Julie Gann, Secretary

| Action Items | | |
|------------------------------------|--|----------------|
| Person Responsible | Task | Status / Notes |
| Remus Preda | 5/16/16: Contact Rick Dennis about attending our June meeting | Complete |
| Bob Webster | 5/16/16: Contact Tara (CPA) and check insurance coverage to help determine the library building value to carry as an asset in our bookkeeping. | |
| Remus Preda | 5/16/16: Monitor the NYS Portal for upcoming construction grants | |
| Julie Gann | 5/16/16: Julie scan Federal tax forms and send to all board members for review prior to submission | Complete |
| All | 5/16/16: Review Federal tax forms and note any changes needed | Complete |
| Amy Stott | 5/16/16: check with Rick to see if he's been added as a bank signatory | Complete |
| Bob Webster | 5/16/16: update bank signatures to reflect that he's replaced Catrina as signatory; if Rick hasn't been added, do so | Complete |
| All | 5/16/16: look for potential new board members | |
| Martha Johnson | 5/16/16: send changes to the Board's Calendar of Events to Julie | Complete |
| Bob Webster | 5/16/16: Contact Carrie Williams about presenting plans for the summer reading program at the Board's June meeting. | Complete |
| Finance Committee (Rick, Bob, Amy) | 5/16/16: Update Financial Policy to reflect the financial guidelines in the Library Trustees Handbook. | |
| Amy Stott | 5/16/16: Talk with Mary about changing from independent contractor to part-time library employee. | Complete |
| Bob Webster | 5/16/16: Buy library consumables, fence rails, and library stationary IAW the approved amounts. | Complete |
| Bob Webster | 5/16/16: Organize the July 4 th Annual Book Sale | Complete |
| Bob Webster | 5/16/16: Discuss patron feedback with Sue, and that we must start doing annual evaluations of all library staff | Complete |
| Julie Gann | 5/16/16: Draft a job description for the library staff, in preparation for performance evaluations. | Complete |

| Action Items | | |
|---|---|--|
| Person Responsible | Task | Status / Notes |
| Julie Gann | 5/16/16: Research replacement company for copier contract | 5/18/16: current contract goes to February 2017. Repeat Business Systems has bought out GFBM, and has that contract now. |
| Martha Johnson Joanne McDowell | 4/11/16: Revise AFL bylaws to include exemption from requirement for a second signature for approved, routine payroll expenses. | Complete |
| Martha Johnson Joanne McDowell | 3/7/16: Create orientation package for new Board trustees | 5/16/16: prelim list of items to include presented at meeting |
| 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 |
| 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 | 6/6/16: 3 interviews complete; selected top candidate; offer letter to be sent to her & background check conducted 5/20/16: one interview conducted, remaining two as scheduled before end of May |
| Library Director | Work with Building Committee to make best use of shelf space emptied by book culling. | |
| All | 4/11/16: 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 | 4/11/16: Determine if on-line learning sites are appropriate for us. | |

Net Worth - As of 5/16/2016

(Includes unrealized gains)

5/16/2016

Page 1

| Account | 5/16/2016 Balance |
|--|----------------------|
| ASSETS | |
| Cash and Bank Accounts | |
| GF National Bank-Cash Checking | 47,564.86 |
| GF National CD's-Multi-Year Redemption | 65,045.62 |
| Petty Cash | 41.57 |
| TOTAL Cash and Bank Accounts | 112,651.85 |
| Other Assets | |
| Library Bldg | 5,000.00 |
| TOTAL Other Assets | 5,000.00 |
| TOTAL ASSETS | 117,651.85 |
| LIABILITIES | |
| | 0.00 |
| OVERALL TOTAL | 117,651.85 |

**Argyle Free Library
Certificates of Deposit**

May 16, 2016

| <u>Amount</u> | <u>Issue Date</u> | <u>Maturity Date</u> | <u>Term</u> | <u>% Rate</u> |
|---------------|-----------------------|--------------------------|-------------|-------------------|
| 8,323.13 | 28-Jul-11 | 28-Jul-16 | 60 M | 2% |
| 25,093.97 | 1-Oct-15 | 1-Oct-16 | 12 M | 0.25% |
| 6,628.52 | 8-Apr-14 | 8-Apr-17 | 36 M | 0.40% |
| 25,000.00 | 8-Jul-15 | 8-Jul-18 | 36 M | 0.40% |

\$ 65,045.62

*- down because CD
matured + is now in
c/kg acct*

2016 Budget / Actual - Year To Date

1/1/2016 through 5/16/2016 Using Budget 2016

5/16/2016

Page 1

| Category | 1/1/2016 Actual | - Budget | 5/16/2016 Difference |
|---|--------------------|----------------|-------------------------|
| INCOME | 14,103 | 11,879 | 2,224 |
| Copies-Copier & Computer Copies | 152 | 181 | -29 |
| Dividends | 150 | 0 | 150 |
| Fines | 399 | 384 | 16 |
| Interest Received | 823 | 0 | 823 |
| Major Revenue | 12,579 | 11,314 | 1,265 |
| Argyle Town | 10,000 | 10,000 | 0 |
| Donations-Fund Raising & Gifts | 1,979 | 1,314 | 665 |
| Memorials | 600 | 0 | 600 |
| EXPENSES | 18,427 | 24,479 | 6,052 |
| Uncategorized | 622 | 0 | -622 |
| Balance Adj | 428 | 0 | -428 |
| Equipment | 245 | 400 | 155 |
| Major Library | 1,431 | 2,111 | 680 |
| Books-All Books | 1,137 | 1,423 | 286 |
| Digital Data-Videos & Software | 295 | 339 | 44 |
| Subscriptions-Magazines | 0 | 350 | 350 |
| Payroll Services | 0 | 325 | 325 |
| Program Events | 77 | 151 | 74 |
| Special Programs | 0 | 105 | 105 |
| Summer Prog | 77 | 46 | -31 |
| Renovation | 0 | 2,258 | 2,258 |
| Service Charges (SALS) | 671 | 804 | 133 |
| Bus. Insurance-Insurance | 18 | 0 | -18 |
| Business Tax-Taxes | 2,454 | 2,527 | 73 |
| Insurance, Bus-Insurance (non health) | 0 | 140 | 140 |
| Office-Office Expenses | 247 | 298 | 51 |
| Postage and Delivery-Postage and Delivery Ex... | 47 | 200 | 153 |
| Printing and Reproduction-Printing and Repro. ... | 255 | 0 | -255 |
| Repairs & Maint-Repairs & Maintenance | 869 | 865 | -4 |
| Supplies, Bus-Supplies | 91 | 208 | 117 |
| Utilities, Bus | 2,795 | 5,400 | 2,605 |
| Electrical Service-Electrical Service Expense | 295 | 1,400 | 1,105 |
| Heating Oil-Heating Oil Expense | 1,500 | 2,500 | 1,000 |
| Telephone-Telephone Expense | 1,000 | 1,500 | 500 |
| Wages-Wages | 8,178 | 8,793 | 615 |
| Net Difference: | -4,325 | -12,600 | 8,276 |