

ARGYLE FREE LIBRARY
TRUSTEES MEETING

June 6, 2016 at 7:00 pm

Call to Order

Minutes of Last Meeting

Treasurer's Report and Financial Issues

- Filling of Form 990
- Financial Policy Recommendation

Old Business

- Library Director Offer, Wages and Background Check
- Board Member Search
- Orientation Package for New Board Members

New Business

- Summer Program Preview
- Building Maintenance Items - Fence
- Certificate of Insurance for Contractors
- Building Assessment
- Correspondence with SALS
- Book Sale Preparation
- Location of Treasury Records and Back-Ups
- Construction Grant Application

Other Business

Date of Next Meeting

Adjournment

Minutes of the Argyle Free Library Board of Trustees

June 6, 2016

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

Members present: Remus Preda, Bob Webster, Julie Gann, Rick Dennis, Martha Johnson, Joanne McDowell.

Minutes of Last Meeting:

Minutes of the May 16, 2016 meeting were approved with one minor change. Remus made a motion to accept the minutes with the noted change, Martha seconded the motion, and it was passed unanimously.

Treasurer's Report:

Bob presented the Treasurer's Report. Outstanding bills were reviewed and approved.

Bob modified the annual tax paperwork to reflect the comments received from board members and submitted the modified tax paperwork.

The Financial Policy still needs to be updated and reviewed to ensure consistency with the financial guidelines in the Library Trustees Handbook.

Old Business:

- **Library Director Update:** The Board completed interviews of the top three candidates, and agreed that Hannah Stahl was the top choice. The employment offer will be contingent on the results of the background check, and there will be a six month probationary period. Julie will write the offer letter and Remus will sign it. Joanne will call Hannah and discuss the terms of the offer letter prior to sending it, and will coordinate the background check. Remus made a motion to pay for the credit check by check (not credit card), Bob seconded it, and the motion passed unanimously.
- **Building Committee:** Elna Butterfield, president of the Friends of the Library attended this meeting. During the discussion about the new Library Director, we had a sideline discussion about the tasks of the Building Committee, rearranging the library to be more functional and attractive, etc. The Board invited Elna to include someone from the FOL to become a member of the Building Committee.
- **Board Member Search:** No new potential candidates were found. All board members will continue to look for candidates.
- **Orientation for New Board Members:** Martha added to the list of materials to include in the New Member Orientation Package. The list now includes: 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. There are some gaps in our POC list, which Remus and Julie were tasked to fix.

New Business:

- **Summer Reading Program:** Carrie Williams has been in charge of the library's summer program for several years, and will be doing this summer's program. She attended this meeting and gave us a presentation on the planned sessions for this summer. There are generally 10 – 15 children that attend the summer program, although some years it has been as high as 35 children. The program is designed for elementary age children. No sign-up is required. The program will be on Friday mornings 10:00 – 12:00 from July 8 – August 19. The Friends of the Library generally assist during each program and provide refreshments. Information about the program will be posted on the AFL website, Front Porch Forum, and the Chronicle. Bob suggested also posting in the Greenwich Journal. Carrie will need to fill out a timesheet for July and August to record her Summer Reading Program time.
- **Building Maintenance Items:** Bob spent about \$80 on fencing materials and fixed the fence. He also trimmed the brush, and plans to trim more trees and bushes.
- **Certificate of Insurance for Contractors:** Mary Wicks is now an employee, not an independent contractor. Therefore she has no need for contractor's insurance.
- **Building Assessment:** Following up on last month's discussion about what value should be kept on our books for the library building, Bob Webster reported that the tax assessor currently has it valued at \$90,000. A rough estimate of its resale value is \$40,000. Bob will talk with the tax assessor about changing the assessed value to something closer to the buildings estimated resale value. Bob will find out the current insured value of the building. Bob also spoke with the CPA (Tara Nolan) who did the independent audit of our books last year about what building value should be carried as an asset on our books – the \$5,000 Tara had originally recommended, the estimated resale value, or the assessed value. The \$5,000 would only be used if we were accounting for depreciation of assets, and is not needed to be shown on our monthly reports.
- **Book Sale Preparation:** The book sale will be held (as usual) during Argyle's 4th of July parade and celebration. Bob will be in charge of the book sale. He is requesting help from Board members and FOL on June 10 and June 20 for sorting books, on July 2 to setup, and on July 4 to help with collecting money.
- **Location of Treasurer Records and Backup:** Bob has been using a thumb drive for backups, but would like something safer and off-site. We discussed cloud backups with Microsoft and Google. Julie said that the meeting minutes are on the AFL website, and hence on the SALS server. She will check with SALS to see if we can use their server for our confidential financial and employee records.
- **Construction Grant Application:** Remus will check to see if any construction grants have been posted that we can use to improve the library.

Other Business:

- Blue Mountain Lake's Adirondack Museum: Bob received a letter from the Adirondack Museum offering a family pass to the museum. The pass can be checked out like a library book by our patrons, and used for a discounted admission. The cost of the pass is \$75 and is good through October 2016. Remus made a motion to purchase the pass, Martha seconded the motion, and it passed unanimously.
- Amendment to the Bylaws: Martha made a motion to change the bylaws, Article 4, #7 to change the last sentence from "The Chair of the Finance Committee will be a second signatory for checks above \$1,000.00." to "The Chair of the Finance Committee will be a second signatory for checks above \$1,000.00, except for routine payroll checks."
- Free Books from the Library of Congress: Remus made a motion to take advantage of the Surplus Books Program from the Library of Congress, Rick seconded the motion, and it passed unanimously. Joanne will coordinate with Elise Stefanik's office for free franking and someone to go to the Library of Congress to select the books. Julie will fill out and send in the application.
- Job Description for Librarian: The draft job description for Staff Librarian was approved. Pat had reminded us that she cannot satisfy the requirement to lift 30 pounds, and the Board agreed to exempt her from that requirement.

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

The meeting adjourned at 8:55PM.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Bob Webster	6/6/16: work with the tax assessor to reduce the valuation to something closer to the estimated resale value (~\$40,000)	
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.	6/6/16: still checking
Julie Gann	6/6/16: Ensure the required I-9 form is filled out during Hannah's first few days of employment.	
Joanne McDowell	6/6/16: Get the background check done for Hannah	
Joanne McDowell	6/6/16: coordinate with Elise Stefanik's office for free franking and book selection from the LOC's Surplus Books program	Completed; book selection completed on 7/1, to be shipped out shortly after that
Julie Gann	6/6/16: submit application and letter for the Surplus Books program	Completed
Remus Preda	5/16/16: Monitor the NYS Portal for upcoming construction grants – anticipated to be posted in June	
All	5/16/16: look for potential new board members	
Finance Committee (Rick, Bob, Amy)	5/16/16: Update Financial Policy to reflect the financial guidelines in the Library Trustees Handbook.	
Remus Preda	6/6/16: Check to see if Cathy Radner is still our legal rep	
Julie Gann	6/6/16: Update the AFL POC list	7/10/16: need phone for Mary Wicks; Remus' info on legal rep
Julie Gann	6/6/16: Talk with SALS about orientation / training for our new library director	
Julie Gann	6/6/16: Talk with SALS about using them as a 'cloud backup' for treasurer records, and a private location for employee records	
Bob Webster	5/16/16: Discuss patron feedback with Sue, and that we must start doing annual evaluations of all library staff	
Julie Gann	1/1/17: 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.

Action Items		
Person Responsible	Task	Status / Notes
Martha Johnson Joanne McDowell	3/7/16: Create orientation package for new Board trustees	6/6/16: completed list of items to include in package
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
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.	

6/6/2016

Net Worth - As of 6/6/2016
(Includes unrealized gains)

Page 1

Account	6/6/2016 Balance
ASSETS	
Cash and Bank Accounts	
GF National Bank-Cash Checking	27,860.38
GF National CD's-Multi-Year Redemption	80,045.62
Petty Cash	42.83
TOTAL Cash and Bank Accounts	107,948.83
Other Assets	
Library Bldg	90,800.00
TOTAL Other Assets	90,800.00
TOTAL ASSETS	198,748.83
LIABILITIES	
	0.00
OVERALL TOTAL	198,748.83

**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	2.00%
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%
15,000.00	20-May-16	20-May-21	60 M	1.00%

\$ 80,045.62

2016 YTD Budget to Actual - Year To Date

1/1/2016 through 6/6/2016 Using Budget 2016

6/6/2016

Page 1

Category	1/1/2016 Actual	- Budget	6/6/2016 Difference
INCOME	14,289	12,163	2,126
Copies-Copier & Computer Copies	172	208	-36
Dividends	150	0	150
Fines	472	442	30
Interest Received	823	0	823
Major Revenue	12,673	11,513	1,160
Argyle Town	10,000	10,000	0
Donations-Fund Raising & Gifts	1,998	1,513	485
Memorials	675	0	675
EXPENSES	23,316	25,320	2,004
Uncategorized	622	0	-622
Balance Adj	428	0	-428
Equipment	245	400	155
Major Library	3,121	2,378	-743
Books-All Books	2,437	1,638	-799
Digital Data-Videos & Software	333	390	57
Subscriptions-Magazines	352	350	-2
Payroll Services	212	325	114
Program Events	77	248	171
Special Programs	0	122	122
Summer Prog	77	126	49
Renovation	0	2,600	2,600
Service Charges (SALS)	858	926	67
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	343	96
Postage and Delivery-Postage and Delivery Ex...	47	200	153
Printing and Reproduction-Printing and Repro. ...	255	0	-255
Repairs & Maint-Repairs & Maintenance	869	950	81
Supplies, Bus-Supplies	91	239	148
Utilities, Bus	3,899	3,920	21
Electrical Service-Electrical Service Expense	1,399	1,400	1
Heating Oil-Heating Oil Expense	1,500	1,500	0
Telephone-Telephone Expense	1,000	1,020	20
Wages-Wages	9,873	10,124	252
Net Difference:	-9,028	-13,157	4,129