

ARGYLE FREE LIBRARY  
TRUSTEES MEETING

JULY 11, 2016  
7:00 PM

CALL TO ORDER

INTRODUCE TRUSTEE CANDIDATE

MINUTES OF LAST MEETING

TREASURER'S REPORT

NEW BUSINESS:

- SNOW REMOVAL
- DVD/VHS RACK REMOVAL
- BUILDING MAINTENANCE - 2017 QUOTE
- *Personnel Evaluations*

OLD BUSINESS

- NEW DIRECTOR UPDATE, *incl. bkgd ok*
- FINANCIAL POLICY UPDATE
- LIBRARY OF CONGRESS FREE BOOK PROGRAM

OTHER BUSINESS

- *Action Items*

DATE OF NEXT MEETING

ADJOURNMENT

# Minutes of the Argyle Free Library Board of Trustees

July 11, 2016

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

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

## Minutes of Last Meeting:

Minutes of the June 6, 2016 meeting were approved with one minor change clarifying the library building's value to be carried on the books. Remus made a motion to accept the minutes with the noted change, Bob seconded the motion, and it was passed unanimously.

## Treasurer's Report:

Bob presented the Treasurer's Report. Outstanding bills were reviewed and approved. Bob did talk to the town assessor about the assessed value of the library building. It will take some time for the building's value to be re-assessed.

Bob reported that we received \$435 for books and \$183 for popcorn and lemonade during our July 4<sup>th</sup> book sale. There was a bank envelope in one of the donated books with money inside. A notice will be placed in Front Porch Forum asking if anyone lost such an envelope. Sue will also ask patrons if they know anything about that.

Our income is currently about \$2,000 more than projected, due mainly to donations. Expenses are running about \$4,000 behind projections, but there building maintenance is needed which will use that money.

## New Business

- **Snow Removal:** We spent \$200 last year for snow removal with Ricky Coates. Remus will talk with Rick Dennis about contacting Ricky regarding snow removal for the upcoming winter. Bob will also see if he can find someone to do the snow removal.
- **DVD/VHS Rack Removal:** These racks may no longer be needed. We need to check with Sue to see if VHS tapes are still being checked out for use. As part of the reorganization of the library that the Building Committee is responsible for, this will be an item to consider as the new Library Director starts work and the Building Committee restarts.
- **Building Maintenance – 2017 Quote:** There is rotting wood on the lower clapboard and the front foundation is deteriorating. We have about \$3,000 in the budget for this work, and there might be a grant available to help pay for part of the work. Bob will contact Peter Narkiewicz and Julie will contact Herb Carey for estimates for this and the handicapped accessible bathroom. Julie will check out grant availability. At our last meeting, Joanne conveyed a message from the Village Board asking if we were interested in using the Stiles House as our library building. The Village is planning to add handicap access to the building, but there is currently no bathroom there. After some discussion, we agreed that while this is a beautiful old building, there is likely too much work needed to make it into a functional library.

- **Personnel Evaluations:** We discussed the need for annual evaluations of all paid library staff members. Bob agreed to conduct these evaluations, and complete them prior to August 22. Martha will check with SALS to see if they have any standard employee evaluation forms. Bob will either refine the SALS evaluation form or develop a new evaluation form and send it to board members for review prior to conducting the personnel evaluations.

#### **Old Business:**

- **Board Member Search:** Jill Hamilton attended this board meeting as a potential new board member. No other names have been brought forth.
- **Library Director Update:** Joanne reported on some issues regarding the background check. HireRight did not report any current information, so she has little confidence in their results. Amy's daughter does background checks as part of her job, and Amy will see if she is able to do a check on Hannah. Hannah is waiting to give notice at her current job until the background check is satisfactorily completed, so we need to proceed quickly with this.
- **Financial Policy Update:** Bob has reviewed the current Financial Policy and believes it is in compliance with the guidelines in the Trustees Handbook and no changes are needed. Julie will also review these documents and report back at the next meeting.
- **LOC Free Book Program:** Anderson Briggs from Elise Stefanik's office went to the LOC and selected books for us on 7/1/16. The LOC is mailing them using Ms. Stefanik's franking, so there is no cost to us. The books should be here very soon.

#### **Other Business:**

- **Grants:** Remus is unable to pursue SALS grants that may be available to us, so Julie will check on them. Bob mentioned that there was a senior citizens grant that was available to do things to aid senior citizens. A handicapped accessible bathroom would be an acceptable use for that grant money. Unfortunately, the deadline has passed for this year, but it is something to consider for next year.
- **Offsite Backup Options:** Julie did check with SALS to see if they have tools and storage available to libraries for offsite backup of files and data, especially our sensitive financial data. Unfortunately, SALS does not provide that service. Their support staff did provide some free and low-cost options to consider. Bob will check out some of the options.

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

The meeting adjourned at 8:30PM.

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)	7/11/16: in progress
Bob Webster	7/11/16: contact FPF and Sue re envelope with money left in a donated book	
Remus Preda	7/11/16: contact Rick Dennis about talking with Ricky Coates regarding snow removal for this winter.	
Julie Gann	7/11/16: check with Sue to see if VHS tapes are still being used by library patrons	
Bob Webster	7/11/16: get estimate from Peter Narkiewiez for foundation work and handicap accessible bathroom	P. Narkiewiez looked at building; waiting to get his estimate
Julie Gann	7/11/16: get estimate from Herb Carey for foundation repair and handicap accessible bathroom	H. Carey looked at building; waiting to get his estimate
Julie Gann	7/11/16: check out potential grants to pay for foundation repair and handicap accessible bathroom	
Martha Johnson	7/11/16: Check with SALS to see if they have a personnel evaluation form we can use	
Bob Webster	7/11/16: Refine SALS evaluation form or develop a personnel evaluation form.	
ALL	7/11/16: Review draft personnel evaluation form from Bob in time for him to use to perform the evaluations for AFL staff prior to 8/22	
Bob Webster	7/11/16: Perform personnel evaluations for all AFL staff prior to 8/22/16	
Amy Stott	7/11/16: Background check on Hannah	
Bob Webster	7/11/16: check out backup options for treasurer's data	
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	7/11/16: in progress: see these meeting notes
All	5/16/16: look for potential new board members	
Julie Gann	7/11/16: Review Financial Policy and Library Trustees Handbook to ensure our policy is compliant with the guidelines in the Handbook	

Action Items		
Person Responsible	Task	Status / Notes
Remus Preda	6/6/16: Check to see if Cathy Radner is still our legal rep	7/15: No, Cathy has a new position with the county and can no longer act as our attorney
Julie Gann	6/6/16: Update the AFL POC list	7/18/16: need phone for Mary Wicks
Julie Gann	6/6/16: Talk with SALS about orientation / training for our new library director	7/12: talked with Sarah; get back her a week or so before Hannah's start date to finalize times and get accounts in place
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.
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.	

**Net Worth - As of 7/9/2016**

(Includes unrealized gains)

7/9/2016

Page 1

Account	7/9/2016 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
GF National Bank-Cash Checking	16,383.88
GF National CD's-Multi-Year Redemption	90,045.62
Petty Cash	60.44
<b>TOTAL Cash and Bank Accounts</b>	<b>106,489.94</b>
<b>Other Assets</b>	
Library Bldg	90,800.00
<b>TOTAL Other Assets</b>	<b>90,800.00</b>
<b>TOTAL ASSETS</b>	<b>197,289.94</b>
<b>LIABILITIES</b>	
	0.00
<b>OVERALL TOTAL</b>	<b>197,289.94</b>

**Argyle Free Library  
Certificates of Deposit**

July 10, 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%
10,000.00	7-Jun-16	7-Jun-19	36M	0.40%
15,000.00	20-May-16	20-May-21	60 M	1.00%

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**\$ 90,045.62**

**Detail Transactions**  
6/6/2016 through 7/11/2016

7/9/2016

Page 1

Date	Num	Description	Memo	Category	Amount
<b>INCOME</b>					<b>1,049.26</b>
<b>Copies-Copier &amp; Computer Copies</b>					<b>31.10</b>
6/30/2016	DEP Copies			Copies	31.10
<b>Fines</b>					<b>55.95</b>
6/30/2016	DEP Fines			Fines	55.95
<b>Major Revenue</b>					<b>962.21</b>
<b>Book sales</b>					<b>455.00</b>
7/6/2016	DE...Cash			Major Revenue:Book sales	455.00
<b>Donations-Fund Raising &amp; Gifts</b>					<b>415.21</b>
6/28/2016	DEP Argyle Teachers			Major Revenue:Donations	50.00
7/6/2016	DE...Cash	Found in Donated ...		Major Revenue:Donations	100.00
		Popcorn Sales		Major Revenue:Donations	183.00
6/30/2016	DEP Donations			Major Revenue:Donations	55.30
7/1/2016		Balance Adjustment		Major Revenue:Donations	26.91
<b>Memorials</b>					<b>92.00</b>
6/9/2016	DEP Patricia Cumiskey	Patricia Cumiskey		Major Revenue:Memorials	92.00
<b>EXPENSES</b>					<b>-2,399.57</b>
<b>Major Library</b>					<b>-50.15</b>
<b>Books-All Books</b>					<b>-12.78</b>
6/12/2016	Target	2 DVD		Major Library:Books	-12.78
<b>Digital Data-Videos &amp; Software</b>					<b>-37.37</b>
6/18/2016	Walmart			Major Library:Digital Data	-21.36
6/24/2016	Walmart			Major Library:Digital Data	-16.01
<b>Office-Office Expenses</b>					<b>-103.66</b>
6/7/2016	23... Bob Webster	copy paper		Office	-77.02
6/7/2016	2397Demco			Office	-26.64
<b>Program Events</b>					<b>-325.00</b>
<b>Special Programs</b>					<b>-200.00</b>
6/7/2016	2398The Argyle Parade Com...			Program Events:Special ...	-125.00
6/7/2016	2400Adirondack Museum			Program Events:Special ...	-75.00
<b>Summer Prog</b>					<b>-125.00</b>
6/7/2016	2399Jim Snack	Science or Magic		Program Events:Summer...	-125.00
<b>Repairs &amp; Maint-Repairs &amp; Maintenance</b>					<b>-85.83</b>
6/7/2016	23... Bob Webster	fencing lumber		Repairs & Maint	-85.83
<b>Service Charges (SALS)</b>					<b>-183.33</b>
6/7/2016	2396SALS			Service Charges (SALS)	-183.33
<b>Wages-Wages</b>					<b>-1,651.60</b>
6/29/2016	2401Patricia Jones	Jun 16		Wages	-494.10
6/29/2016	2402Suzanne McWhorter	Jun 16		Wages	-982.93
6/29/2016	2403Mary Lou Strode	Jun 16		Wages	-146.87
6/29/2016	2404Mary Wicks	Jun 16		Wages	-27.70
<b>OVERALL TOTAL</b>					<b>-1,350.31</b>

2016 YTD Budget to Actual - Year To Date

1/1/2016 through 7/9/2016 Using Budget 2016

7/9/2016

Page 1

Category	1/1/2016 Actual	- Budget	7/9/2016 Difference
<b>INCOME</b>	<b>15,338</b>	<b>13,146</b>	<b>2,192</b>
Copies-Copier & Computer Copies	203	252	-49
Dividends	150	0	150
Fines	528	535	-7
Interest Received	823	29	794
Major Revenue	<b>13,635</b>	<b>12,330</b>	<b>1,305</b>
Argyle Town	10,000	10,000	0
Book sales	455	500	-45
Donations-Fund Raising & Gifts	2,413	1,830	583
Memorials	767	0	767
<b>EXPENSES</b>	<b>25,825</b>	<b>29,869</b>	<b>4,045</b>
Uncategorized	622	0	-622
Balance Adj	428	0	-428
Equipment	245	400	155
Major Library	<b>3,172</b>	<b>2,803</b>	<b>-368</b>
Books-All Books	2,449	1,981	-468
Digital Data-Videos & Software	370	472	101
Subscriptions-Magazines	352	350	-2
Payroll Services	212	325	114
Program Events	<b>402</b>	<b>711</b>	<b>309</b>
Special Programs	200	149	-51
Summer Prog	202	562	360
Renovation	0	3,145	3,145
Service Charges (SALS)	1,042	1,120	78
Bus. Insurance-Insurance	18	0	-18
Business Tax-Taxes	2,454	2,900	446
Insurance, Bus-Insurance (non health)	0	140	140
Office-Office Expenses	459	415	-44
Postage and Delivery-Postage and Delivery Ex...	47	200	153
Printing and Reproduction-Printing and Repro. ...	255	0	-255
Repairs & Maint-Repairs & Maintenance	955	1,086	131
Supplies, Bus-Supplies	91	289	198
Utilities, Bus	<b>3,899</b>	<b>4,087</b>	<b>188</b>
Electrical Service-Electrical Service Expense	1,399	1,487	88
Heating Oil-Heating Oil Expense	1,500	1,500	0
Telephone-Telephone Expense	1,000	1,100	100
Wages-Wages	11,524	12,247	723
<b>Net Difference:</b>	<b>-10,487</b>	<b>-16,724</b>	<b>6,237</b>