

Minutes of the Argyle Free Library Board of Trustees

September 12, 2016

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

Members present: Remus Preda, Amy Stott, Bob Webster, Julie Gann, Rick Dennis, Martha Johnson, Joanne McDowell. Hannah Stahl, Library Director, also attended.

Minutes of Last Meeting:

Minutes of the July and August meetings were reviewed. Remus motioned to approve them, Bob seconded, and the vote was unanimous.

Treasurer's Report:

Bob presented the Treasurer's Report (see Attachment 1). Outstanding bills were reviewed and approved.

- **Accounts Payable Methodology:** There was an issue with an insurance bill that received and payment due between our last meeting and this one. This meant that we either had to pay a late fee, or the treasurer had to pay without prior approval of the board. To avoid this in the future, Bob proposed a change to our Accounts Payable Methodology: that the Board review and approve all anticipated expenses at the start of the year.
- **Time Warner Cable:** Bob also proposed changing the library phone service from Verizon to Time Warner cable, as this would reduce our phone bill to about one third of the current price. The upfront installation cost would be \$75. Rick motioned to approve this, Amy seconded, and the vote was unanimous.
- **Newspaper Subscription:** Bob also proposed that the library subscribe to the Greenwich Journal. An annual subscription costs \$32. Hannah will do this and use petty cash to pay for it.
- **File Backups:** Per our last meeting, we had planned to use PodKeeper to back up the treasurer's files. However the files are currently too large for PodKeeper. Instead Hannah will create a GDrive for the library, and we will use that for Board and Library file backups.

Library Director Report:

Hannah presented the Library Director's report. The complete report is included as Attachment 2, with a summary below.

- **iMAC Donations:** Someone offered to donate two iMACs to the library. They would each need new hard drives, at \$300 each. Bob motioned to accept both iMACs, and buy a new hard drive for one. Remus seconded the motion, and the Board unanimously approved. Hannah will take care of this.
- **Vacation:** Hannah has changed her vacation plans, and will take some vacation in

December 2016 instead of this September. Her two weeks of annual vacation is counted from September 1 – August 31 of each year.

- **Purchasing Supplies:** Hannah needs some normal library supplies. She is authorized to use petty cash for small purchases, per our Financial Policy. She is also authorized to use the Library's Staples card to purchase items from them.
- **Collection Development Plan:** Hannah presented her thoughts on a Collection Development Plan, and will write some guidelines for purchasing, weeding, etc. and present to the Board at a future meeting.
- **ARSL Conference:** The conference for the Association of Rural and Small Libraries is October 26-29 this year. Hannah has applied for a scholarship to attend, but has not heard back yet. Joanne made a motion that the library pay for the conference cost, less any costs covered by the scholarship if Hannah does receive it. Amy seconded the motion, and the Board approved it unanimously.
- **SALS Training:** Hannah has received some training from SALS, but still has the Joint Automation and Sara Dallas' Library Director to complete.
- **PodKeeper & Scheduling Apps:** Hannah will post the work schedules for staff members on Google calendar so Board members know who will be working what times.
- **Misc:** She will also organize the DVD collection to make individual DVDs easier to locate.

Old Business

- **Construction Grant Application Update:** The grant application for the handicapped accessible bathroom was submitted to SALS. They requested minor changes, which Julie made. Bob is working to obtain the NYS Vendor ID.
- **Snowplowing:** Rick checked with Ricky Coates about doing the snow removal this year. Ricky can do it, for \$50/snowfall. Bob checked with Dan Petty who will snow blow the sidewalk, shovel the ramp, and clear out the path to the boiler room for \$45/snowfall. The Board decided to go with Dan Petty this year.
- **Open Meeting Law Update:** Joanne checked with Bob Freeman, the NYS expert on Open Government about how we should deal with 'pop-up' issues that occasionally occur. Attachment 3 has her notes from her conversation with Bob. Take-aways from her discussion include scheduling six months of meetings in advance, and post them on the bulletin board and our website. Phone and e-mail are not acceptable substitutes for open meetings when decisions are needed.
- **Board Member Search:** Joanne has a potential candidate, and will invite her to attend our next meeting.
- **Press Release:** Remus will have Bill (Post Star reporter) contact Hannah about an article. We will have a board member there for the interview to provide any additional

information that may be needed.

New Business:

- **Sara Dallas and Long Range Plan Discussion:** Remus will invite Sara to our November meeting to discuss SALS recently approved long range plan. This will be supporting information as we begin to develop our long range plan.
- **New Computer for Hannah:** We discussed purchasing a laptop from SALS for Hannah's use. It will cost \$777. Bob motioned to approve this, Amy seconded, and the Board unanimously approved. Julie will order the computer from SALS.

Other Business:

- **Fund Raising/PR Letter:** Amy and Hannah will draft our annual fund raising and PR letter.
- **Foundation Sills:** The estimates for repairing the two side sills is \$7,000. Julie will check with Sara to see if she knows any funding sources to help pay for them.
- **Payroll:** Bob reviewed the dates for Hannah to submit her hours for the remainder of this year. We discussed the bonuses for this year, and agreed to a \$25 increase over last year. This will give Pat and Sue \$100 bonuses, and \$50-\$75 for Mary Lou and Mary Wicks. Instead of a cash bonus, we will reimburse Hannah for the ASLR Conference expenses.

Our next four meetings are scheduled for the following dates at 7:00PM:

- October 17
- November 14
- December 12
- January 9, 2017.

The meeting was adjourned at 9:20 PM.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Hannah	9/12/16: Subscribe to Greenwich Journal; use petty cash to pay for it	
Hannah	9/12/16: Create a gmail and GDrive account for the library board for file backups	
Bob	9/12/16: back up treasurer files to GDrive	
Julie	9/12/16: back up secretary files to GDrive	

Action Items		
Person Responsible	Task	Status / Notes
Julie	9/12/16: order Hannah's laptop from SALS	9/13/16: called SALS, spoke with Chris and ordered the laptop
Hannah	9/12/16: prepare Collection Development Guidelines	
Joanne	9/12/16: invite potential new board member to our next meeting	
Remus	9/12/16: invite Sara Dallas to our November board meeting to discuss SALS' Long Range Plan	
Amy Hannah	9/12/16: Draft 2016 fund raising & PR letter	10/1/16: Hannah posted 1 st draft in PodKeeper and requested comments
Julie	9/12/16: Check with Sara about funding sources for repairing sills.	
Hannah	9/12/16: Hannah will check out various learning sites and let us know results at November meeting. 4/11/16: Determine if on-line learning sites are appropriate for us.	
Remus	8/8/16: Contact Post Star about article on Hannah	9/12: talked to Bob, will have him contact Hannah
Bob	8/8/16: Contact Greenwich Journal and Chronicle about article on Hannah	9/12: has talked to GJ; still need to talk with Chronicle; article ran in Chronicle late Sept.
Bob Webster	6/6/16: work with the tax assessor to reduce the valuation to something closer to the estimated resale value (~\$40,000)	9/12/16: re-look in October 7/11/16: in progress
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	9/12/16: Remus will check to see if someone in firm is willing to do pro bono for us 7/15: No, Cathy has a new position with the county and can no longer act as our attorney
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.
Remus Preda	1/11/16: invite the youth representatives to February's meeting to discuss the Long Range Plan.	9/12/16: do this after Sara's discussion at our Nov 2016 meeting
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.	do this after Sara's discussion at our Nov 2016 meeting
Library Director	Work with Building Committee to make best use of shelf space emptied by book culling.	

**Treasurer's Report
September 2016**

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Library activities

- 1.) Processing and adding to shelves Library of Congress books and two shipments of new books
- 2.) Taking out of circulation VHS and cassette tapes
- 3.) Identifying books in rough shape that should be replaced
- 4.) General duties: check-in/out, send list, shelving, etc.

Director activities

- 1.) Cleaning up and dusting the staff work area
 - a. Designated places on the staff shelves for labels, books to be added to the collection, problem items, etc.
- 2.) Greeted people and asking them to fill out suggestion forms during Meet the Library Director Week
- 3.) Created a Facebook page for AFL
- 4.) Training on Polaris and Library Director training
- 5.) Contacted SALS IT department to replace our hardware for better internet access/connection
- 6.) Met with staff members of Argyle Central School and talked to the Technology department about them donating their old computer monitors and projectors to the library
- 7.) Contacted friend about donating two iMacs to the library, will pick them up on Wednesday
- 8.) Analyzed adult fiction and children's section

General thoughts

- 1.) We could use more organization space in the staff area
 - a. Filing equipment→hanging files, more file cabinets, label maker
- 2.) Organization also seems to be a problem throughout the library. I think this could be fixed with clear signage. Unless you know the layout of the library very well, it's hard to find materials. This may turn off new users to the library. I mostly see people look at the new books and DVD section and I wonder if this is because they've read everything else or because the sections are small and easy to look through.
- 3.) I think the Library would benefit immensely from a Collection Development Plan. Basically, what a collection development plan does is allows us to look at subjects, authors, etc. our patrons like and make a plan for acquiring the materials. In addition, a plan like this lets us schedule weeding of material with clear rules.

To-Do

- 1.) We need squared paper to keep track of our fines, donations, etc.
- 2.) We could use a first-aid kit and Swiffer dusters

Open Meeting Notes

