

# Minutes of the Argyle Free Library Board of Trustees

**October 17, 2016**

The meeting was called to order at 7:00PM by Remus Preda, President.

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

## **Minutes of Last Meeting:**

Minutes of our September meeting were reviewed. There is one typo to be corrected. Remus motioned to approve them with the correction, 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. Bob received a \$2500 check today from NYS as part of our annual funding. The Argyle Village and Town have also paid their 2016 portion of our annual funding. A CD matured on October 1, and Bob moved \$25,000 of that money to a new 6-month CD. We have currently spent about \$2,000 less than budgeted as of the date of this meeting.

- Town Budget Meeting: Bob reported that we can anticipate the same \$10,000 from the Town of Argyle as we received last year.
- 2017 AFL Budget Worksheet: Bob will verify what we are currently paying Mary Wicks to ensure that line item is correct for 2017. We discussed Sara Dallas's Oct. 13 e-mail regarding the tax cap, and the need for the board to vote to override that cap if there is the potential that our budget would need to increase more than the tax cap. We may also need to allocate some money for new computers, as SALS will stop providing support to our computers after December 2017. Hannah recommended replaced one staff computer and one public computer to start with. She will check with SALS to verify how long the second staff computer will be supported, and if the reason SALS is stopping support for our current computers is a hardware and/or a software issue. The Board members will review Bob's budget worksheet in preparation for our next meeting. Some potential income for 2017 include the following grants:
  - NYS Construction Grant application for up to \$5,000 for the handicapped accessible bathroom that we submitted in September. SALS did approve our application and forwarded it to NYS. We are likely not to hear on this until September 2017.
  - An Aged Ladies grant for up to \$3500 to support our providing assistance to senior citizens. We could use this to pay for that portion of the handicapped accessible bathroom that will not be covered by the NYS Construction Grant. Bob thinks the application process for this grant will be announced shortly.
  - Two SALS Challenge grants for library services and repairs that were recently announced. These grants are due by December 31, 2016 and are up to approximately \$5,000 each.

- Debit Card for Hannah: The Board agreed that Hannah does need a debit card for AFL purchases. Bob will follow through with getting this for Hannah.

### **Library Director Report:**

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

- Bullet Journaling and College Application Planning workshops are planned for the next couple of months
- Hannah is looking into Beanstack, which is a SALS program of online reading book groups. These groups are organized by age, and track personal reading goals. This program is going live in February 2017.
- iMACs donations: Hannah is checking with SALS about their security support for them.
- High School Yearbook Digitization: a national grant is providing all funding for digitizing school yearbooks. Hannah has contacted the Argyle High School about this, but has not heard back from them.
- Furniture: Hannah has located some almost free used furniture from HVCC. Martha volunteered her truck to pick it up. Hannah and Martha will coordinate on the time and date for getting the furniture.
- Collection Development Plan: Hannah has started the Collection Development Plan, but still needs to coordinate with Sue and Pat. A draft plan should be ready by the end of October.

### **Old Business**

- **NYS Construction Grant Application Update:** SALS approved our application for the construction grant for the handicapped accessible bathroom, and forwarded it to NYS for their review. Sara Dallas told us that it will likely be September 2017 before we hear if our application is approved.
- **SALS Challenge Grants:** Martha, Joanne and Bob will do the application for the SALS Library Repair grant to try to get funding to replace the rotting sills. Hannah will do the application for the SALS Service Grant. Both are due by December 31.
- **Snowplowing:** Bob and Rick will meet with Dan Petty to discuss the details of the snow plowing/shoveling to ensure Dan has a clear understanding of the work.

### **New Business:**

- **Sara Dallas & Long Range Plan Discussion:** Remus will invite Sara to our November meeting so she can discuss SALS's newly adopted Long Range Plan. This will assist us as we start to develop our own Long Range Plan.

- **New Computer for Hannah:** Julie did order Hannah's computer and it should be delivered soon.

**Other Business:**

- **Tax Cap Override:** Sara Dallas's Oct. 13 e-mail regarding the tax cap limits and library budgets included the requirement that if any library anticipates their budget will increase by more than the tax cap, the Library Board must approve and override of the tax cap. While all agreed on the need to override the tax cap, there was some discussion about how much additional funding we will need for 2017. Our final 2017 budget amount that will go to the voters can be for a lesser amount than the percentage override that the Board approves. Based on that, Remus made a motion to increase the 2017 budget by up to 50% more than the 2016 budget. Amy seconded the motion and it passed unanimously. Bob will submit the tax cap override form.
- **New Copier:** Julie will check on getting an updated copier (new or refurbished). The new copier should have the following capabilities: network connection to enable printing from both the staff and public computers; both B&W and color copying/printing; scanning, and faxing.
- **Fund Raising/PR Letter:** Hannah will update the fund raising letter. She or Bob will contact RSVP to request volunteers to stuff the envelopes once the letter is ready.

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

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

The meeting was adjourned at 9:25 PM.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Hannah	10/17/16: check with SALS technical support about how long the 2 <sup>nd</sup> staff computer will be supported, and why (HW/SW) the public computers will not be supported past Dec 2017	
Julie	10/17/16: check on getting new or refurbished copier/printer	
Bob	10/17/16: get Hannah a debit card	
Hannah	10/17/16: check with SALS re security implications of donated iMACs	

Action Items		
Person Responsible	Task	Status / Notes
Hannah	10/17/16: follow-up with high school on free digitization of yearbooks	
Hannah	10/17/16: draft a Collection Development Plan	
Martha, Joanne, Bob	10/17/16: prepare application for SALS Challenge Grant for replacement of our rotting sills.	
Hannah	10/17/16: prepare application for SALS Challenge Grant for library services	
Bob	10/17/16: submit the form for a tax cap override of up to 50% for our 2017 budget	
Bob, Hannah	10/17/16: complete fund raising letter; contact RSVP for volunteers to stuff envelopes	
Hannah	9/12/16: donated iMACs – buy hard drive for one and get it installed	
Hannah	9/12/16: Subscribe to Greenwich Journal; use petty cash to pay for it	10/17: not yet done
Bob	9/12/16: back up treasurer files to GDrive	10/17: will send files to Hannah to upload
Julie	9/12/16: back up secretary files to GDrive	10/17: partially done
Hannah	9/12/16: prepare Collection Development Guidelines	10/17: anticipate draft plan available by end of October
Remus	9/12/16: invite Sara Dallas to our November board meeting to discuss SALS' Long Range Plan	
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.	
Bob	8/8/16: Contact Greenwich Journal and Chronicle about article on Hannah	10/17: Bob will call Greenwich Journal again 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	

Action Items		
Person Responsible	Task	Status / Notes
Julie Gann	7/11/16: Review Financial Policy and Library Trustees Handbook to ensure our policy is compliant with the guidelines in the Handbook	
Remus Preda	6/6/16: Check to see if Cathy Radner is still our legal rep	10/17: still open 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.	10/17/16: wait for grant results

**Treasurer's Report  
October 2016**

DRAFT

10/17/2016

**Net Worth - As of 10/17/2016**  
(Includes unrealized gains)

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Account	10/17/2016 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
GF National Bank-Cash Checking	42,962.75
GF National CD's-Multi-Year Redemption	81,753.87
Petty Cash	33.67
<b>TOTAL Cash and Bank Accounts</b>	<b>124,750.29</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>215,550.29</b>
<b>LIABILITIES</b>	
	0.00
<b>OVERALL TOTAL</b>	<b>215,550.29</b>

**Argyle Free Library  
Certificates of Deposit**

September 11, 2016

<u>Amount</u>	<u>Issue Date</u>	<u>Maturity Date</u>	<u>Term</u>	<u>% Rate</u>
6,628.52	8-Apr-14	8-Apr-17	36 M	0.40%
25,125.35	1-Oct-17	15-Apr-17	6 M	0.10%
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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**\$ 81,753.87**

## 2016 YTD Budget to Actual - Year To Date

1/1/2016 through 10/17/2016 Using Budget 2016

10/17/2016

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Category	1/1/2016 Actual	- Budget	10/17/2016 Difference
<b>INCOME</b>	<b>49,018</b>	<b>46,827</b>	<b>2,192</b>
Copies-Copier & Computer Copies	267	382	-115
Dividends	150	0	150
Fines	769	812	-43
Interest Received	1,720	100	1,620
Major Revenue	<b>45,527</b>	<b>44,879</b>	<b>648</b>
Argyle School District	29,400	29,400	0
Argyle Town	10,000	10,000	0
Argyle Village	500	500	0
Book sales	455	1,000	-545
Donations-Fund Raising & Gifts	3,001	2,779	222
Memorials	767	0	767
New York State-SALS	1,404	1,200	204
Other Inc, Bus-Other Business Income	586	654	-68
<b>EXPENSES</b>	<b>40,195</b>	<b>46,168</b>	<b>5,973</b>
Bank Charge-Service Charge	39	0	-39
Equipment	245	800	555
Major Library	<b>4,013</b>	<b>4,976</b>	<b>963</b>
Books-All Books	3,148	3,720	573
Digital Data-Videos & Software	513	900	387
Subscriptions-Magazines	352	355	4
Payroll Services	212	325	114
Program Events	<b>1,462</b>	<b>1,138</b>	<b>-325</b>
Special Programs	277	292	15
Summer Prog	1,185	846	-339
Renovation	0	4,774	4,774
Service Charges (SALS)	1,615	1,700	85
Business Tax-Taxes	3,710	3,812	102
Employee Benefit, Business-Employee Benefit...	<b>194</b>	<b>0</b>	<b>-194</b>
Other Employee Benefit, Business-Employe...	194	0	-194
Insurance, Bus-Insurance (non health)	1,582	2,490	908
Office-Office Expenses	852	630	-221
Postage and Delivery-Postage and Delivery Ex...	56	200	144
Printing and Reproduction-Printing and Repro. ...	351	0	-351
Repairs & Maint-Repairs & Maintenance	1,168	1,494	326
Supplies, Bus-Supplies	173	439	266
Travel, Bus-Business Travel Expense	904	0	-904
Utilities, Bus	<b>4,188</b>	<b>4,800</b>	<b>612</b>
Electrical Service-Electrical Service Expense	1,399	1,700	301
Heating Oil-Heating Oil Expense	1,500	1,500	0
Telephone-Telephone Expense	1,289	1,600	311
Wages-Wages	19,431	18,591	-840
<b>Net Difference:</b>	<b>8,824</b>	<b>659</b>	<b>8,165</b>



## Library Report 10-17-2016

### Library Activities

- 1.) Cleaning up staff workspace
- 2.) Taking out of circulation VHS and cassette tapes
- 3.) Processing donated and new material
- 4.) General duties: check-in/out, send list, shelving, etc.

### Director Activities

- 1.) Alphabetizing DVDs
- 2.) Met with members at school on partnering for the benefit of students: college 101 classes, extra-credit opportunities - *3-4 classes over a couple of months*
- 3.) Went to HVCC furniture sale to purchase materials for the library.
  - a.) Items bought (\$12 total):
    - 5 office chairs
    - 2 "comfy" chairs
    - 1 cabinet with glass doors
    - 1 large desk (to replace our current circulation desk up front)
    - 2 computer projectors
    - 1 projector that just does paper
- 4.) Training on Joint Automation and Wordpress (what we use to run the website)
- 5.) Put together display for Banned Books Week and Election Season
- 6.) Coordinated with SALS to set up Beanstack website
- 7.) Found and started working on Smart Spaces Grant
- 8.) Worked on fundraising letter

### To-Do

- 1.) We need to coordinate with HVCC to pick up furniture
- 2.) Grant application is due on the 21st
- 3.) Fundraising letter approval
- 4.) Discuss whether or not we should use iMacs