

Minutes of the Argyle Free Library Board of Trustees

December 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, Joanne McDowell, Martha Johnson. Hannah Stahl AFL Library Director also attended.

Minutes of Last Meeting:

Minutes of our November meeting were reviewed. Bob motioned to approve them with noted corrections, Amy seconded, and the vote was unanimous.

Treasurer's Report:

Bob presented the Treasurer's Report (see Attachment 2). We have received 45 donations to date, totaling \$1200. We are currently running about \$5800 under our 2016 budget, but we have not yet paid for the new copier. Julie made a motion to pay for the new copier with 2016 budget money, Bob seconded, and it passed unanimously. Martha made a motion to approve payment of the month's bills, Joanne seconded, and the motion passed unanimously.

Library Director Report:

Hannah presented the Library Director's report. The complete report is included as Attachment 3, with a summary below.

- Hannah met with the President of the Friends of the Library (FOL) to discuss the possibility of their helping to support a café space in the library, and sort through the donated books with the possibility of selling them on Amazon. Bob recommended that the Board split the cost of the café evenly with the FOL, and that we review the status of the café after a year and determine whether to continue the café and how to fund it. The FOL will have an Executive Committee meeting to discuss this and will follow-up with Hannah.
- Hannah created an Amazon 'wish list' for people who may want to donate new books to the library. She will post this on Front Porch Forum.
- Hannah prepared a draft Collection Management Plan. We will review this at our January meeting.
- The Board agreed to close the library on Monday December 26 due to the Christmas holiday.
- Hannah reported on a mouse problem and an air leak at the exit door. Bob will put out some mouse traps and fix the air leak.

Old Business

- **New Copier:** Julie and Hannah will coordinate with SALS and RBS to install the new copier sometime next week.
- **Long Range Plan:** There was some discussion about who would be the facilitator for the community input planning meetings. We discussed having a SALS representative (no charge to us), Steve McLean, or a professional (unknown cost). We also discussed who the stakeholders are that should be invited to the meeting(s). The goal is to finalize these decisions at our January meeting.

New/Other Business:

- **Legal Representative:** Erika Sellar Ryan, with Kelly & Sellar Ryan in Greenwich, has agreed to be our legal representative. Simple questions will be done pro bono, but we will need to pay for any complex issues.
- **Maternity Leave for Jill Hamilton:** The board voted to grant maternity leave to Jill Hamilton through February 2017. We anticipate Jill will be able to attend our March 2017 meeting.

The meeting was adjourned at 8:30 PM.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
All Board members	12/12/16: review the success of the café space and determine whether to continue and how to fund	Due December 2017
Bob	12/12/16: put out some mouse traps and fix air leak at exit door.	
All Board members & Hannah	12/12/16: prepare a list of potential stakeholders and facilitators for discussion at our January meeting	
Martha	12/12/16: talk with Jill about maternity leave and see if she will be able to attend meetings starting in March 2017.	
Bob, Martha, Hannah	12/12/16: Bob will talk with Ryan, Martha will talk with her son, and Hannah will check with some homeschoolers about being youth representatives for our Long Range Planning meeting(s).	

Action Items		
Person Responsible	Task	Status / Notes
All	11/14/16: Review Strategic Planning documents in 'Files' section of PodKeeper: 1) New Planning for Results 2) Simply Strategic 3) Aspen Institute	12/12/16: carried over to January 2017
Hannah	11/14/16: move new books from the shelves by the front door to the back room; ask trustees for help when ready to move books	12/12/16: still to be done, working on higher priority tasks
Hannah	11/14/16: starting sending info on library events and activities to the Greenwich Journal, Chronicle, Free Press and Wise Shopper	12/12/16: ongoing
Amy	11/14/16: Invite Phyllis Snell (prospective trustee) to next board meeting.	12/12/16: Phyllis not able to attend December meeting, will see if she can make January's meeting
Bob	10/17/16: get Hannah a debit card	12/12/16: in progress
Hannah	10/17/16: check with SALS re security implications of donated iMACs	12/12/16: in progress
Hannah	10/17/16: follow-up with high school on free digitization of yearbooks	1/4/17: yearbooks have been shipped; waiting to get the yearbooks back and the CDs with the digitized yearbooks 12/2/16: has received copies of all missing yearbooks; need to get labels and ship
Hannah	10/17/16: draft a Collection Development Plan	1/12/17: needs to make a few changes; not ready for review at January meeting 11/30/16: draft posted to PodKeeper
Hannah	10/17/16: prepare application for SALS Challenge Grant for library services	12/12/16: after review, decided not to submit this year 11/14/16: reviewing potential opportunities
Hannah	9/12/16: Subscribe to Greenwich Journal; use petty cash to pay for it	12/12/16: done

Action Items		
Person Responsible	Task	Status / Notes
Remus Preda	6/6/16: Check to see if Cathy Radner is still our legal rep	12/12/16: Complete – Erica Ryan-Sellar will be our legal rep 11/14/16: spoke with one of the partners in Cathy’s old firm, will send Remus engagement letter; probably not pro bono – will bill if more than a few questions; also called another lawyer (Erica) and waiting to hear back 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
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.	12/12/16: Building Committee is on hold except for redoing the pass-through and furniture placement 11/14/16: see weeding portion of draft collection policy 10/17/16: wait for grant results

**ARGYLE FREE LIBRARY
TRUSTEES MEETING
December 12, 2016 at 7:00 pm**

Call to Order

Minutes of Last Meeting

Action Item Reviews

Treasurer's Report and Financial Issues

Library Director Section

- Sharing costs for a cafe space with the Friends
- Library Amazon Wish List
- Collection Development Plan
- Monday after Christmas (26th) a day that we're closed?
- Mouse problem upstairs.
- Leaking cold air from exit door.

Old Business

- New Copier
- Long Range Plan

New/Other Business

Date of Next Meeting

Adjournment

**Treasurer's Report
December 2016**

DRAFT

12/11/2016

Net Worth - As of 12/11/2016

(Includes unrealized gains)

Account	12/11/2016 Balance
ASSETS	
Cash and Bank Accounts	
GF National Bank-Cash Checking	37,033.49
GF National CD's-Multi-Year Redemption	81,753.87
Petty Cash	52.27
TOTAL Cash and Bank Accounts	118,839.63
Other Assets	
Library Bldg	40,000.00
TOTAL Other Assets	40,000.00
TOTAL ASSETS	158,839.63
LIABILITIES	
	0.00
OVERALL TOTAL	158,839.63

DRAFT

2016 YTD Budget to Actual			
1/1/2016 through 12/12/2016 Using Budget 2016			
12/11/2016		-	
Category	1/1/2016 Actual	Budget	12/12/2016 Difference
INCOME	53,834	47,990	5,844
Copies-Copier & Computer Copies	299	455	-156
Dividends	150	0	150
Fines	875	968	-93
Interest Received	1,720	150	1,570
Major Revenue	50,203	45,681	4,523
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	5,177	3,581	1,597
Memorials	767	0	767
New York State-SALS	3,904	1,200	2,704
Other Inc. Bus-Other Business Income	586	736	-150
EXPENSES	51,626	54,798	3,172
Bank Charge-Service Charge	147	0	-147
Equipment	978	800	-178
Major Library	4,904	5,299	395
Books-All Books	3,923	4,039	115
Digital Data-Videos & Software	592	900	308
Subscriptions-Magazines	388	360	-28
Payroll Services	212	325	114
Program Events	1,462	1,138	-325
Special Programs	277	292	15
Summer Prog	1,185	846	-339
Renovation	0	5,694	5,694
Service Charges (SALS)	2,199	2,027	-172
Business Tax-Taxes	5,669	5,097	-572
Employee Benefit, Business-Employee Benefit...	194	0	-194
Other Employee Benefit, Business-Employe...	194	0	-194
Insurance, Bus-Insurance (non health)	1,582	2,652	-1,069
Office-Office Expenses	843	752	-92
Postage and Delivery-Postage and Delivery Ex...	521	550	29
Printing and Reproduction-Printing and Repro. ...	351	0	-351
Repairs & Maint-Repairs & Maintenance	1,198	1,723	526
Supplies, Bus-Supplies	345	524	179
Travel, Bus-Business Travel Expense	904	0	-904
Utilities, Bus	4,217	6,048	1,831
Electrical Service-Electrical Service Expense	1,399	1,700	301
Heating Oil-Heating Oil Expense	1,500	2,748	1,248
Telephone-Telephone Expense	1,318	1,600	282
Wages-Wages	25,901	22,171	-3,730
Net Difference:	2,208	-6,808	9,016

Library Report December 2016

Library Activities

1. Friends of the Library decorated for the holiday season and dusted library shelves
2. Started weeding books in the juvenile section that haven't been checked out in 5 or more years
3. Pat started professional development training, Sue will consider starting in January
 - a.) Since Sue and Pat will most likely be working when programs are being held, I wanted to offer them the chance to take computer or library classes. They get one hour a week. I cover the desk while they do their hour.
4. Sue will put in our last book order of the year sometime this week.

Director Activities

1. Finished collection development manual
2. Went to the director's council meeting and made contact with the director of Raquette Lake, who offered us books she withdrew from her Young Adult collection.
 - a. Got them last week and went through them all. We're keeping approximately 50 or so.
3. Coordinated with the school and others to get yearbooks for the OCI Yearbook Digitization Project. Waiting on a response from the school about pick-up times.
4. Subscribed to the Greenwich Journal
5. Will meet with area directors once a month to collaborate on services. One item that was discussed was circulating maker kits.
6. Updated some information on the website
7. Talked to Darlena Daniels about doing a kid's yoga class on the weekend
8. Was contacted by the Eagle Newspaper about doing their "Librarian's Corner" columns. The director of Greenwich and Hoosick Falls currently contribute as well.
9. Met with Friends of the Library President to discuss
 - a. The Friends funding or splitting with the library the cost of a cafe space
 - b. The Friends sorting through donated books once a month
 - c. The Friends helping with moving furniture and weeding projects
 - d. The Friends maintaining an Amazon account to sell donated books