

Minutes of the Argyle Free Library Board of Trustees

January 16, 2017

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

Members present: Remus Preda, Amy Stott, Bob Webster, Julie Gann, Joanne McDowell, Martha Johnson, and Rick Dennis. Hannah Stahl AFL Library Director also attended, as did Phyllis Snell (prospective board member) and Carol Kuhr (President, Friends of the Library).

Minutes of Last Meeting:

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

Treasurer's Report:

Bob presented the Treasurer's Report (see Attachment 2). We ended up \$1,513 over budget, due to the unbudgeted addition of our new Library Director. We received several additional donations since our December meeting, totaling approximately \$2,500. We extend our sincere appreciation to everyone who donated! In addition, we should be receiving \$10,000 in January or February as the town's contribution. There was a discussion of our 2017 budget (see last page of the Treasurer's Report, Attachment 2). As the budget reflects, we will be asking for a tax increase at the May 2017 school budget vote to help cover our increased expenses. We will need to prepare a letter to the taxpayers to be mailed in April that explains why we need the increase and describes our accomplishments during the past year.

We received a request from the state for a Workman's Comp audit, due to a discrepancy in our accounting. Bob stated that the reason for the discrepancy was a December 2015 bill that was paid in January 2016. He will contact the Workman's Comp agency and resolve this.

The month's bills were reviewed and approved. Martha made a motion to approve payment of those 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.

- Book Weeding: The weeding of the Children's section is continuing. Hannah has located some places who would like our weeded books.
- Pat is doing one hour/week of professional development training, guided by Hannah.

- Yearbook Digitization Project: The yearbooks and the CDs with digitized copies of those yearbooks are expected back in February or March. Once they are received, Hannah will post that information to Front Porch Forum and the local papers.
- We received 17 book donations from the Amazon wish list that Hannah posted. We wish to thank everyone who donated a book. These books are on a special display. The wish list will stay up another month or two.
- The new copier is working well, except for the fax capability. Our options for fax capability are: 1) keep as is with the old fax which requires unplugging the phone to use the fax; (2) order a 'fax switch' for approximately \$130 which detects when a fax is coming in and directs the call to the copier/fax; or (3) get a second phone line dedicated to the fax. After a brief discussion, Bob motioned that Julie buy the fax switch, Remus seconded the motion, and it passed unanimously.
- Charges for use of the new copier: After some discussion, Bob motioned, Remus seconded, and the board unanimously approved the following charges:
 - B&W copies: \$0.10 per page
 - Color copies: \$0.20 per page
 - No charge for non-profits to make copies
 - \$1.00 for first fax page and \$0.10 for each additional fax page
- Computer Classes: The first computer class was Saturday, January 14. Only one person attended, so Hannah will publicize these classes more. Additional classes will be held on Saturday mornings and/or Tuesday or Thursday evenings.
- Accessibility Report: SALS has offered to do a free accessibility analysis for our library that will look at handicap access and user friendliness. We look forward to the results.
- Junior Library Guild Subscription: Hannah will do a trial use of the Junior Library Guild Subscription service for K – 12 books. She will start with one category of books, and if successful, will expand her use of the service.

New Business

- Café Space: Carol Kuhr reported that the Friends of the Library's Executive Committee had discussed a café space in the library and were not sure that it would be useful. The next meeting of the FOL will be the first Monday in March. Hannah will attend and explain the reasoning behind adding a café space to the library. She will also talk to local businesses about the possibility of donating supplies for the café. Joanne made a motion to buy a Keurig machine and beverage cups. Rick seconded the motion and it passed unanimously.
- More comfortable chairs: Hannah noticed that there are several stackable chairs in the attic that may be more comfortable than the wooden ones currently used around the conference table. She will see if they are the right size to fit the table, and if so, do that replacement.

Old Business:

- Collection Development Plan: Hannah is going to consult with other library directors over various aspects of her draft plan, including the best way to handle books donated by the community. An updated draft should be available for review in May.
- Construction Grant: No news yet
- Strategic Plan: At our February meeting we will develop an approach for how best to get input and develop the Strategic Plan. This approach will address such topics as:
 - Who will be the facilitator
 - Who are the stakeholders who should provide inputs
 - Appropriate dates for the stakeholder/public input meetings
 - Which approach to use for development of the plan, as SALS had several variations on this

Other Business: Election of Officers

Any submitted her resignation as Vice President and board member, effective as of the end of this meeting. Remus motioned that Phyllis Snell be accepted as a new board member. Rick seconded the motion and it passed unanimously. Welcome, Phyllis!

After requesting nominations, the following officers were nominated.

President: Remus Preda

Vice-President: Joanne McDowell

Treasurer: Bob Webster

Secretary: Julie Gann

Future meetings dates were set for the second Monday of each month. Specific dates for the next four months are:

- February 13
- March 13
- April 10
- May 8

Martha motioned to approve these nominations, Remus seconded, and the vote was unanimous.

The meeting was adjourned at 8:30 PM.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Hannah	2/1/17: Hannah coordinate with Chris at SALS for installation of the fax switch	
Julie	1/16/17: Julie order the fax switch.	COMPLETE 1/31/17: order was placed and switch was received
Hannah	1/16/17: post current charges for B&W and color copies, and use of the fax on the web page	
Hannah	1/16/17: buy Keurig machine and beverage cups. Talk to local businesses about donating supplies for our café space	
Julie	1/16/17: update contact list with Erika's information	1/27/17: completed
All Board members & Hannah	12/12/16: prepare a list of potential stakeholders and facilitators for discussion at our January meeting	1/16/17: postponed to February 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.	1/8/17: Jill e-mailed that she expected to make our February meeting
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).	1/16/17: still being worked
All	11/14/16: Review Strategic Planning documents in 'Files' section of PodKeeper: 1) New Planning for Results 2) Simply Strategic 3) Aspen Institute	1/16/17: carried over to February meeting 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
Bob	10/17/16: get Hannah a debit card	1/16/17: still working this 12/12/16: in progress
Hannah	10/17/16: check with SALS re security implications of donated iMACs	1/16/17: still working this 12/12/16: in progress

Action Items		
Person Responsible	Task	Status / Notes
Hannah	10/17/16: follow-up with high school on free digitization of yearbooks	1/16/17: should be yearbooks and digitized version back in February – March 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; plan on draft ready for review in May 2017 11/30/16: draft posted to PodKeeper
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
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.	1/16/17: on hold until Strategic Plan is completed 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

JANUARY 16, 2017
7:00 PM

CALL TO ORDER

MINUTES OF LAST MEETING

TREASURER'S REPORT

- **WORKER'S COMP. AUDIT ISSUE**

DIRECTOR'S REPORT

- **OCI YEARBOOK**
- **COPIER STATUS**
- **COMPUTER CLASSES UPDATE**
- **AMAZON WISHLIST**
- **FOL UPDATE**
- **WEBSITE**

NEW BUSINESS:

- **CAFÉ SPACE**

OLD BUSINESS

- **COLLECTION DEVELOPMENT PLAN**
- **CONSTRUCTION GRANT**
- **STRATEGIC PLAN**

OTHER BUSINESS

**Treasurer's Report
January 2017**

DRAFT

2016 Budget to Actual - 2016			
1/1/2016 through 12/31/2016 Using Budget 2016			
1/6/2017			Page 1
Category	1/1/2016 Actual	- Budget	12/31/2016 Difference
INCOME	55,454.42	48,602.72	6,851.70
Copies-Copier & Computer Copies	313.50	480.00	-166.50
Dividends	149.89	0.00	149.89
Fines	928.87	1,020.00	-91.13
Interest Received	1,720.42	230.00	1,490.42
Major Revenue	51,755.74	46,110.00	5,645.74
Argyle School District	29,400.00	29,400.00	0.00
Argyle Town	10,000.00	10,000.00	0.00
Argyle Village	500.00	500.00	0.00
Book sales	455.00	1,000.00	-545.00
Donations-Fund Raising & Gifts	7,496.74	4,010.00	3,486.74
New York State-SALS	3,904.00	1,200.00	2,704.00
Other Inc, Bus-Other Business Income	586.00	762.72	-176.72
EXPENSES	56,967.70	56,919.95	-47.75
Equipment	3,767.00	800.00	-2,967.00
Major Library	5,021.84	5,451.87	430.03
Books-All Books	3,923.39	4,191.87	268.48
Digital Data-Videos & Software	710.51	900.00	189.49
Subscriptions-Magazines	387.94	360.00	-27.94
Payroll Services	211.50	325.00	113.50
Program Events	1,462.17	1,137.66	-324.51
Special Programs	276.90	291.66	14.76
Summer Prog	1,185.27	846.00	-339.27
Renovation	0.00	6,000.00	6,000.00
Service Charges (SALS)	2,378.77	2,136.00	-242.77
Bus. Insurance-Insurance	1,936.42	1,954.42	18.00
Business Tax-Taxes	5,668.96	5,097.00	-571.96
Office-Office Expenses	894.44	792.00	-102.44
Postage and Delivery-Postage and Delivery Ex...	521.47	550.00	28.53
Printing and Reproduction-Printing and Repro. ...	351.18	360.00	8.82
Repairs & Maint-Repairs & Maintenance	1,214.68	1,800.00	585.32
Supplies, Bus-Supplies	371.50	552.00	180.50
Utilities, Bus	4,216.97	6,600.00	2,383.03
Electrical Service-Electrical Service Expense	1,399.23	1,700.00	300.77
Heating Oil-Heating Oil Expense	1,500.00	3,300.00	1,800.00
Telephone-Telephone Expense	1,317.74	1,600.00	282.26
Wages-Wages	28,950.80	23,364.00	-5,586.80
Net Difference:	-1,513.28	-8,317.23	6,803.95

1/16/2017

Net Worth - As of 1/16/2017
(Includes unrealized gains)

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Account	1/16/2017 Balance
ASSETS	
Cash and Bank Accounts	
GF National Bank-Cash Checking	26,372.85
GF National CD's-Multi-Year Redemption	81,753.87
Petty Cash	67.31
TOTAL Cash and Bank Accounts	108,194.03
Other Assets	
Library Bldg	40,000.00
TOTAL Other Assets	40,000.00
TOTAL ASSETS	148,194.03
LIABILITIES	0.00
OVERALL TOTAL	148,194.03

#10,000 due next month from town

**Argyle Free Library
Certificates of Deposit**

November 14, 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%

\$ 81,753.87

1/16/2017

2017 Budget to Actual - Current Year
1/1/2017 through 12/31/2017 Using AFL 2017 Budget

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Category	Actual	2017 Budget	Difference
INCOME	260.00	88,952.00	-88,692.00
Copies-Copier & Computer Copies	0.00	360.00	-360.00
Dividends	0.00	150.00	-150.00
Fines	0.00	888.00	-888.00
Interest Received	0.00	400.00	-400.00
Major Revenue	260.00	87,154.00	-86,894.00
Argyle School District	0.00	44,100.00	-44,100.00
Argyle Town	0.00	10,000.00	-10,000.00
Argyle Village	0.00	500.00	-500.00
Book sales	0.00	300.00	-300.00
Donations-Fund Raising & Gifts	260.00	5,004.00	-4,744.00
Grants	0.00	24,250.00	-24,250.00
New York State-SALS	0.00	3,000.00	-3,000.00
Other Inc, Bus-Other Business Income	0.00	0.00	0.00
EXPENSES	6,000.87	111,584.94	105,584.07
Equipment	123.00	1,932.00	1,809.00
Major Library	2,000.00	5,187.00	3,187.00
Books-All Books	2,000.00	4,176.00	2,176.00
Digital Data-Videos & Software	0.00	600.00	600.00
Subscriptions-Magazines	0.00	411.00	411.00
Program Events	0.00	2,014.56	2,014.56
Special Programs	0.00	664.56	664.56
Summer Prog	0.00	1,350.00	1,350.00
Renovation	0.00	32,000.00	32,000.00
Service Charges (SALS)	169.36	2,544.00	2,374.64
Bus. Insurance-Insurance	427.50	2,455.00	2,027.50
Business Tax-Taxes	2,689.47	10,982.00	8,292.53
Employee Benefit, Business-Employee Benefit...	0.00	300.00	300.00
Other Employee Benefit, Business-Employe...	0.00	300.00	300.00
Legal-Prof Fees-Legal & Prof. Fees	0.00	0.00	0.00
Office-Office Expenses	0.00	672.78	672.78
Postage and Delivery-Postage and Delivery Ex...	0.00	986.60	986.60
Printing and Reproduction-Printing and Repro. ...	0.00	323.00	323.00
Repairs & Maint-Repairs & Maintenance	31.98	1,716.00	1,684.02
Supplies, Bus-Supplies	0.00	396.00	396.00
Travel, Bus-Business Travel Expense	0.00	500.00	500.00
Utilities, Bus	559.56	3,560.00	3,000.44
Electrical Service-Electrical Service Expense	0.00	1,600.00	1,600.00
Heating Oil-Heating Oil Expense	0.00	1,400.00	1,400.00
Telephone-Telephone Expense	559.56	560.00	0.44
Wages-Wages	0.00	46,016.00	46,016.00
Net Difference:	-5,740.87	-22,632.94	16,892.07

Library Director's Report 1-16-17

Library Activities

- 1.) Continued weeding the children's section
- 2.) Processing new material
- 3.) General duties: Check in/out, send list, shelving, etc.
- 4.) Pat is completing computer training one day a week for 1 hour

Director Activities

- 1.) Coordinated with OCI and ACS to get the yearbooks shipped
 - a.) Should get the digitized yearbooks in a few weeks
- 2.) Processing books from Amazon Wishlist
 - a.) Got 17 items from community members off of the wishlist. They're up on display right now.
- 3.) Worked with FOL president about cafe space and sorting of donated books upstairs
 - a.) Friends came and sorted books last week
 - b.) Still negotiating on the cafe space
- 4.) Oversaw the installation of new copier/printer at the library
- 5.) Worked with one ACS teacher about students doing extra credit at the library
- 6.) Found some places to donate our books
 - a.) Books for Africa
 - b.) Books for Soldiers, Operation Paperback
 - c.) Books through Bars, Books to Prisoners
 - d.) Pet Partners, R.E.A.D, Humane Society of MO
- 7.) Set up times for computer classes, one taker so far. Will start calling people on the list this week.
- 8.) Went through 5 boxes of YA books given to us by Raquette Lake. Need to make room for the books we're keeping.
- 9.) Will complete first Librarian's Corner post for the Eagle Newspaper on the 31st, also working on writing a short article about libraries in the 21st century to be put out on FPF, Facebook, and any newspaper that wants to publish it
- 10.) We received an award of 100 free children's books from the Brownstone Book Fund. (Put up for it by SALS)

Upcoming

- 1.) **January 19th**-Director's Council Meeting at SALS
- 2.) **February 1st**- Bullet Journal Program
- 3.) **February 4th**-Kid's Yoga
- 4.) **February 7th**- Hosting area library director's meeting
 - a.) Talk about combing services, circulating maker kits
- 5.) **February 9th**-Youth Services training at SALS