

# **Minutes of the Argyle Free Library Board of Trustees**

## **December 11, 2017**

The meeting was called to order at 7:02PM by Remus Preda, President.

Members present: Remus Preda, Joanne McDowell, Julie Gann, Jill Hamilton, Martha Johnson and Phyllis Snell. Hannah Stahl, AFL Library Director, also attended.

### **Minutes of Last Meeting:**

Minutes of our November meeting were reviewed. Phyllis motioned to approve them with two changes, Remus seconded, and the vote was unanimous.

### **Treasurer's Report:**

Jill presented the Treasurer's Report (Attachment 2). She discussed the bills that are paid annually (Spectrum, power, other utilities). The library received another \$1300 in donations, which included \$1,000 from the Sheridan Foundation. The Board discussed a possible meeting with the Foundation to explain what we're doing and to invite them to participate in our Strategic Planning. This needs to be discussed with Bob, as he has a relationship with them. The Board reviewed the budgeted vs actual numbers, and asked Jill to review those items with major differences and make sure the 2018 budget reflects the 2017 real numbers. Jill will discuss this with Bob W. and revise the 2018 budget accordingly. Staff bonuses for 2017 were discussed. After discussion, Julie motioned that Hannah receive a \$300 bonus, and the remaining staff receive the same amounts as last year.

Jill had reviewed Certificate of Deposit interest rates from other banks. Large banks do have better returns, but it is inconvenient to open accounts and CDs with them. We agreed to open the new CDs at Glens Falls National Bank.

We discussed various ideas to increase income for 2017. These ideas included: inviting large donors (e.g., Sheridan Foundation) to participate in Strategic Planning; Hannah to look into what other libraries do to raise funds; Joanne will talk with Doris Nichols about book bags to sell to the public. We do need to keep in mind restrictions on Board members about asking voters to support funding initiatives.

### **Library Director Report:**

Hannah presented the Library Director's report, which is included as Attachment 3.

- Julie will check notes from previous minutes to see if she can find any mention of a SALS grant for e-readers.
- The Christmas decorations are up and look great!

- SALS Joint Automation will charge to move the internet cables, needed to move computers to back room as per Hannah's planned renovations. She will check to see what they will charge.

### **Old Business**

- Strategic Plan Status: The SP Committee will plan to meet before our next Board meeting to develop a schedule for the remainder of the tasks. More ASK questionnaires need to be completed, then community surveys must be done. Erica from SALS will help with the first community survey.
- Recruiting New Board Members: Our bylaws state that the Board will have 5 – 11 members. Five members constitute a quorum. No one currently has anyone to propose as a new member. We do need to recruit more members.

### **New/Other Business:**

- Friends of the Library: The Friends have not met since our last Board meeting, and their next meeting won't be for a few months. There has been no movement on their either becoming a 501(c)(3) organization, or becoming a permanent committee of our Board.
- Library standards changes are being proposed by NYS. Hannah sent the Board an e-mail on November 29, summarizing the most significant changes. If these are adopted, they include such things as:
  - Provide library staff with annual technology training
  - Partnerships with community organizations
  - Programming to address community needs, as outlined in library's long-range service plan.
- Moving the glass case: The lock on the case needs to be fixed – Joanne has contacted a locksmith and is working that issue. The lock is needed as some high value technical equipment will be in the case. The case will be moved to the front room, behind the librarian's desk after Christmas.
- Faulty light switch: The light switch in the back room only works intermittently, and needs to be fixed. Julie will contact an electrician.
- Long Range Calendar: The Boards calendar of events has been posted to Podkeeper. It has been modified to include multi-year events, such as reviewing/updating the bylaws every three years.
- The Board approved one extra hour per month for Sue and Pat for their technology training. Jill made this motion, Martha seconded, and it passed unanimously.
- Bob Webster has missed three consecutive board meetings, so is deemed to have resigned, per the bylaws. We look forward to his return from his travels.

- Staff will move to bi-weekly paychecks in January 2018.
- The café space has been well received, and people have donated money for the costs. Hannah will work up the figures for the donations vs costs, and the Board will discuss how to fund this at the January meeting.

The meeting was adjourned at 9:20 PM.

The next meeting will be January 8 at 7:00 PM.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
??	7/17/17: check with Joseph Cutshall King re a program on local history	12/11/17: follow up on this later
All Board Members	12/11/17: decide on potential change to book donation policy, per November 2017 meeting	Due at Jan 2018 meeting
??	12/11/17: talk with Bob Webster re possibly meeting with someone from Sheridan Foundation	
Jill	12/11/17: discuss with Bob 2017 budget items with a significant difference between budgeted vs actual, and revise 2018 budget to reflect anticipated actuals.	
Jill	12/11/17: write and distribute 2017 bonus checks for staff	
Hannah	12/11/17: look up ways other libraries raise money	
Joanne	12/11/17: check with Doris Nichols re selling book bags to raise money	
Julie	12/11/17: check previous minutes for any information about a grant from SALS for e-readers	Re notes, Digital Technology grants were due December 2014, so we were too late to apply
Hannah	12/11/17: check with JA about charges to move internet wiring to back room	
Joanne	12/11/17: fix lock on glass case	

Action Items		
Person Responsible	Task	Status / Notes
Hannah	12/11/17: coordinate moving the glass case	
Julie	12/11/17: contact electrician about fixing faulty light switch in back room	1/3/18: contacted Bill Humiston who will do this, told him to do work when it's convenient
Hannah	12/11/17: work up figures for café space donations vs cost for January meeting	
All Board Members	9/18/17: review Hannah's request for additional hour/week for Pat & Sue	COMPLETE 12/11/17: Board approved one additional hour/month for Pat and Sue
Jill	11/13/17: check on CD rates & penalties from various banks	COMPLETE 12/11/17: stay with current bank
Jill	11/13/17: send thank you notes to each donor	12/11/17: Jill will draft note template; will parcel out letters at January meeting
Joanne	11/13/17: check on potential new board member	
Bylaw Committee	11/13/17: modify bylaws to require that any material that will be provided to any outside agency (grant applications, annual report, etc.) be reviewed by at least one person other than the author(s).	12/11/17: Martha and Joanne will draft for review at January meeting
Hannah	11/13/17: check with SALS to see if they move the internet wiring for the computers.	12/11/17: JA is coming on 12/20
Phyllis	7/17/17: coordination with Elna about a program to discuss her books	12/11/17: there may be some health issues; postpone this for a while
Hannah	7/17/17: draft job descriptions & pay scales for each	12/11/17: job descriptions completed and approved; not pay scales
Hannah	7/17/17: check with Sarah to see if volunteers can check books in and out	COMPLETE 12/11/17: yes
Julie	7/17/17: move prom gowns from her home to bank	
??	7/17/17: need to consider repair/replacement of some book shelves that are bowing under the weight of the books	12/11/17: weeding the collection has reduced the weight on the shelves; is potential topic for grant

Action Items		
Person Responsible	Task	Status / Notes
Bob	6/12/17: give direct deposit forms to Hannah	12/11/17: COMPLETE Not interested in direct deposit at this time 7/17/17: open
Hannah	6/12/17: give direct deposit forms to employees with guidance on filling them out and returning to Bob if they want direct deposit of their paychecks	12/11/17: COMPLETE Sue & Pat not interested 7/17/17: open
Hannah	6/12/17: do a performance evaluation for the library staff	12/11/17: evaluation to be completed by 12/31/17; pay scales still TBD, pay increases for 2018 dependent on meeting goals 7/17/17: waiting on approved job descriptions & pay scales
Hannah	5/8/17: put a signature page on each magazine for patrons to sign when they read, so Hannah can track which subscriptions are being used	12/11/17: signature page was working well, so Sue started a check mark system 7/17/17: started
Remus Phyllis	5/8/17: contact Sarah Dallas and Kim McLean about letters of recommendation for the 'Best Small Library' grant application	12/11/17: OBE – not this year 7/17/17: 1 <sup>st</sup> draft of Schubert grant application is in progress, will put on podkeeper; not doing the 'Best Small Library' application this year 6/12/17: working, dependent on decision about whether or not to submit this year
Hannah, Julie	4/17/17: convert the digitized yearbooks to Adobe pdf format	7/17/17: In progress. Hannah will check with SALS about getting Adobe Professional to convert the files.
Hannah	4/17/17: develop DB with photos of prom dresses, advertise availability for special occasions.	12/11/17: in progress, low priority 6/12/17: in progress

Action Items		
Person Responsible	Task	Status / Notes
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).	12/11/17: Hannah will approach the school about this 7/17/17: topic for SP Committee 1/16/17: still being worked
All Board members	12/12/16: review the success of the café space and determine whether to continue and how to fund	12/11/17: café is working well. Due December 2017

ARGYLE FREE LIBRARY  
TRUSTEES MEETING  
December 11, 2017 at 8:00 pm

Call to Order

Minutes of Last Meeting

Treasurer's Report and Financial Issues

- Staff Bonuses
- Ideas to Increase Income

Library Director Section

Old Business

- Strategic Plan - Next Steps
- New Board Members

New/Other Business

- Friends of the AFL becoming part of Library?
- Proposed Changes to Library Standards
- Moving Glass Case
- Fix Broken Light Switch

Action Item Reviews

Date of Next Meeting

Adjournment

## Treasurer's Report December 2017

Net Worth - As of 12/11/2017  
(Includes unrealized gains)

Account	12/11/2017 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
GF National Bank-Cash Checking	62,621.23
GF National CD's-Multi-Year Redempt...	60,000.00
Petty Cash	-21.59
<b>TOTAL Cash and Bank Accounts</b>	<b>122,599.64</b>
<b>Other Assets</b>	
Library Bldg	40,000.00
<b>TOTAL Other Assets</b>	<b>40,000.00</b>
<b>TOTAL ASSETS</b>	<b>162,599.64</b>
<b>LIABILITIES</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>162,599.64</b>



**2017 Budget to Actual - Year to Date**  
1/1/2017 through 12/11/2017 Using AFL 2017 Budget

Page 1

Category	1/1/2017 Actual	- Budget	12/11/2017 Difference
<b>INCOME</b>	<b>92,027</b>	<b>88,078</b>	<b>3,949</b>
Uncategorized	466	0	466
Copies-Copier & Computer Printing	538	341	198
Dividends	146	150	-2
Fines	728	840	-114
Interest Received	0	400	-400
Major Revenue	<b>88,284</b>	<b>86,347</b>	<b>1,937</b>
Argyle School District	44,100	44,100	0
Argyle Town	10,000	10,000	0
Argyle Village	500	500	0
Book sales	532	300	232
Donations-Fund Raising & Gifts	4,428	4,197	231
Grants	24,782	24,250	532
Memorials	1,539	0	1,539
New York State-SALS	2,404	3,000	-596
Other Inc, Bus	1,141	0	1,141
<b>EXPENSES</b>	<b>83,454</b>	<b>92,195</b>	<b>8,741</b>
Uncategorized	179	0	-179
Equipment	763	1,828	1,065
Major Library	<b>4,988</b>	<b>5,137</b>	<b>149</b>
Books	3,601	4,176	575
Digital Data	1,022	550	-472
Subscriptions-Magazines	366	411	45
Payroll Services	217	0	-217
Program Events	<b>1,752</b>	<b>2,011</b>	<b>259</b>
Special Programs	164	661	497
Summer Prog	1,588	1,350	-238
Renovation	13,484	22,000	8,516
Service Charges (SALS)	2,584	2,407	-177
Bus. Insurance	2,012	2,178	166
Business Tax	11,282	10,982	-300
Employee Benefit, Business-Employee B...	603	106	<b>-496</b>
Other Employee Benefit, Business-Em...	603	106	-496
Office	1,072	634	-439
Postage and Delivery	1,224	977	-247
Printing and Reproduction	107	323	216
Repairs & Maint	2,102	1,624	-478
Supplies, Bus-Supplies	514	396	-118
Travel, Bus-Business Travel Expense	1,487	177	<b>-1,309</b>
Utilities, Bus	<b>2,850</b>	<b>3,495</b>	<b>645</b>
Electrical Service	1,485	1,535	51
Heating Oil	606	1,400	594
Telephone	560	560	0
Wages	35,810	37,920	2,410
<b>Net Difference:</b>	<b>8,572</b>	<b>-4,117</b>	<b>12,690</b>

Sills &  
Bathroom  
in Renovations  
category

**Library Report**  
12-11-2017

**Library Activities**

- 1.) Friends of the Library decorated for the holidays
- 2.) General activities: check-in/out, dusting, etc.

**Director Activities**

- 1.) Put out holiday wish list and started adding items we recieved off of that list to the collection
- 2.) Moved DVDs off of the rotating bookshelves and put them on regular bookshelves for ease of browsing.
  - a.) Donated rotating bookshelves to library in the area who wanted them
- 3.) Started recataloging the j series books and audiobooks so they are in proper library format
- 4.) Picked a date for the first Girls Who Code class (January 9th)
- 5.) Set up a consultation with JA to see how much moving the internet cables for the computers would cost
- 6.) Blackstone audio had a Black Friday sale and director purchased audiobooks for the collection. Audiobooks ranged in price from \$10-\$20 per audiobook. They usually cost \$40-\$60 per audiobook.