

Minutes of the Argyle Free Library Board of Trustees

March 4, 2015

The meeting was called to order at 7:00 pm by Vice President Amy Stott

Members present: Amy Stott, Robert Webster, Carol Kuhr, Joanne McDowell, Julie Gann. Also present were Youth Representatives Ryan Depew and Marissa Walkup.

The meeting began with a presentation by representatives from RSVP (Retired and Senior Volunteer Program) of Warren and Washington Counties: JoAnna Sheridan, Project Director and Harold McKinney, an RSVP volunteer. They presented details of the Program that matches local non-profits and service organizations with senior (age 55+) volunteers. The Argyle Library could be matched with volunteers to shelve books or help with fund raising events. Ms. Sheridan also asked trustees to consider becoming RSVP volunteers. A motion was made and approved to complete a Memorandum of Understanding, enabling the Argyle Free Library to become an RSVP station.

Minutes of the January 20, 2015 meeting were amended to include the date of the meeting. The minutes were then approved.

The Treasurer's Report was presented by Robert Webster. Bob noted that a number of CDs are maturing this year. He will reinvested them into CDs with longer maturity dates in order to maximize yields. A copy of the treasurer's report is attached.

Old Business

- **Conflict of Interest Policy:** The Conflict of Interest policy was approved. Attending members signed Conflict of Interest Statements which will be kept by the Secretary.
- **Building Review Committee:** The committee will meet Wednesday, March 11, at 7:00 pm to discuss the purchase of a six position circular computer station available from Demco. Also, Bob reported that he has been contacted by Richard Ayers about former Kinney Insurance building that is for sale. Bob will arrange for Trustees to tour the building in the next week or two.
- **Trustee Fiduciary Responsibilities Webinar:** There was a discussion of the issues raised in the Library Trustees Association recorded webinar that was listened to by Trustees on February 10 and 23. Bob will talk to Taxes with a View about using their services to separate bookkeeping functions. The Policy Committee will meet to begin considering a number of financial and administrative policies that need to be in place. There was also discussion of formulating goals for the library and the need for an inventory.

New Business

- **Sales Tax and Ongoing Book Sale:** The ongoing book sale will be discontinued. Instead, donated books and videos will be available for free. Bob will talk to Suzanne McWhorter about implementing this change.

- **Website Maintenance:** Julie McGann will train Ryan Depew and Marissa Walkup to keep the Library website up-to-date. They will meet on March 16, at 3:30.
- **Program of the Year/SALS Annual Trustee Meeting:** Bob reported that the Friends of the Library program on Solomon Northup was submitted as a nomination for the SALS Program of the Year. The Program of the Year awards are presented at the SALS Annual Trustee Meeting. The dinner and meeting are scheduled for May 18, 2015.

Our next meeting will be Monday, April 6 at 7:00 pm.

The meeting adjourned at 8:20 pm.

Respectfully submitted,

Carol Kuhr, Secretary

2015 Budget to Actuals YTD - Year To Date

1/1/2015 through 3/3/2015 Using 2015 Budget

3/3/2015

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Category	1/1/2015 Actual	- Budget	3/3/2015 Difference
INCOME	11,297	10,946	352
Copies-Copier & Computer Copies	49	84	-35
Dividends	0	73	-73
Fines	140	178	-38
Major Revenue	10,863	10,610	253
Argyle Town	10,000	10,000	0
Donations-Fund Raising & Gifts	818	610	208
Memorials	45	0	45
EXPENSES	18,968	19,422	454
Equipment	0	400	400
Major Library-Books, Subscription & Video	1,688	2,007	320
Other Major Library-Books, Subscription & V...	1,536	1,500	-36
Other Major Library-Books, Subscription & V...	151	157	6
Other Major Library-Books, Subscription & V...	0	350	350
Payroll Services	142	250	108
Program Events	0	44	44
Special Programs	0	44	44
Service Charges (SALS)	2,934	2,940	6
Business Tax-Taxes	1,171	1,242	71
Insurance, Bus-Insurance (non health)	0	140	140
Office-Office Expenses	0	138	138
Postage and Delivery-Postage and Delivery Ex...	10	10	-0
Repairs & Maint-Repairs & Maintenance	3,046	3,262	216
Supplies, Bus-Supplies	113	96	-17
Utilities, Bus-Electric, Oil, Phone	4,900	4,948	48
Other Utilities, Bus-Electric, Oil, Phone	1,400	1,400	0
Other Utilities, Bus-Electric, Oil, Phone	2,000	2,048	48
Other Utilities, Bus-Electric, Oil, Phone	1,500	1,500	0
Wages-Wages	4,719	3,944	-775
Net Difference:	-7,671	-8,477	806

Net Worth - As of 3/3/2015

(Includes unrealized gains)

3/3/2015

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Account	3/3/2015 Balance
ASSETS	
Cash and Bank Accounts	
GF National Bank-Cash Checking	26,641.56
GF National CD's-Multi-Year Redemption	71,617.14
Petty Cash	85.00
TOTAL Cash and Bank Accounts	98,343.70
Other Assets	
Library Bldg	69,600.00
TOTAL Other Assets	69,600.00
TOTAL ASSETS	167,943.70
LIABILITIES	
	0.00
OVERALL TOTAL	167,943.70

Glens Falls Bank CD Listing for AFL

<u>Type</u>	<u>Rate</u>	<u>Issued</u>	<u>Amount</u>	<u>Maturity</u>
5 year	2.50%	2010	10,000.00	June 18, 2015
5 year	2.50%	2010	9,112.29	July 28, 2015
3 year	0.50%	2012	5,553.20	July 28, 2015
1 year	0.25%	2009	25,000.00	October 17, 2015
5 year	2.00%	2011	7,000.00	May 13, 2016
5 year	2.00%	2011	8,323.13	July 28, 2016
3 year	0.40%	2014	6,628.52	April 8, 2017
			\$71,617.14	