

ARGYLE FREE LIBRARY
TRUSTEES MEETING

September 21, 2015 at 7:00 pm

Call to Order

Minutes of Last Meeting

Treasurers Report

Old Business:

- Book Culling
- Snow Plowing Update
- Independent Audit
- Policies and Procedures

New Business

- Friends of Library Activities
- Annual Fundraising

Other Business

Date of Next Meeting

Adjournment

Minutes of the Argyle Free Library Board of Trustees

September 21, 2015

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

Members Present:

Remus Preda

Martha Johnson

Catrina Scott-Becker

Amy Stott

Julie Gann

Minutes of the August 18, 2015 meeting were reviewed and approved.

The Treasurer's Report was presented by Catrina Scott-Becker and approved by the board.

Old Business:

- **Book Culling:** Carol Kuhr reported that the book culling is going at a steady pace. The Friends of the Library will assist this work. The Children's Section is one of the next areas that will be addressed.
- **Snow Plowing:** Joanne McDowell did post a notice in Front Porch Forum requesting that people interested in plowing contact her. Since Joanne was not able to make this meeting, we will follow-up on this at the next meeting.
- **Independent Audit:** Remus spoke to Tara Nolan who will be doing the audit for 2014. A meeting was scheduled for Sep 21, but Tara had a last-minute conflict and was unable to make the meeting. Remus will re-schedule.
- **Policies and Procedures:** The revised draft Records Retention Policy was reviewed. There were some questions about where some of the older records are located. Remus will contact Bob Webster and Carol Kuhr to determine if they have additional information on this. In addition, Remus will purchase a plastic container(s) to better protect the financial records, which will be re-located to the library's upstairs room. There was also some discussion about where the non-financial records should be stored. The Board will have a follow-up discussion on this at a later date. Further discussion and approval of the Records Retention Policy was tabled until these items are resolved.

New Business:

- **Friends of Library Activities:** The Friends have organized a series of three 'Meet the Author' meetings featuring local authors. These meetings will be held on Sept 23, Oct 7, and Oct 14 at 7:00PM at the library. Flyers are available, and the meetings will also be posted on the Library's website.

- **Annual Fundraising:** Amy Stott brought envelopes and paper for the fundraising drive. Carol Kuhr delivered a draft of the fundraising letter. Members of the Board discussed a few changes needed to the letter. Amy will coordinate with Carol to revise the fundraising letter. The revised letter will be submitted and reviewed via e-mail with the Board members. In addition, the best way to get the fundraising envelopes stuffed was discussed. The discussion concluded by tasking Julie Gann to contact RSVP to see if volunteers would be available to do this.

Other Business:

- **Sara Dallas’s e-mail regarding e-commerce:** A short discussion of Sara Dallas’s 9/21/15 email regarding eCommerce concluded in a unanimous agreement that there is no need for our library to accept credit card payments to pay library fines or other patron charges.

Our next meeting is tentatively scheduled for Monday, November 2, with an alternate date of Thursday, October 29, depending on Bob Webster’s schedule. We also discussed setting a regular date for Board meetings, such as the first Monday of every month.

The meeting adjourned at 8:00 PM.

Action Items		
Person Responsible	Task	Status / Notes
Joanne McDowell	Snow plow person	Notice placed in FPF; waiting to hear results
Remus Prada	Tara Nolan – schedule meeting with Tara and Catrina to initiate the independent audit	
Remus Prada	Purchase container(s) to protect the financial records	
Remus Prada	Contact Bob Webster about location of older records; Carol Kuhr about location of older meeting minutes.	
Carol Kuhr Amy Stott	Revise fundraising letter; coordinate changes with Board Members via e-mail	
Julie Gann	Contact RSVP regarding volunteer availability for stuffing the fundraising envelopes.	
Remus Prada	Contact Bob Webster about his schedule / availability to attend the next Board meeting.	

Net Worth - As of 9/20/2015

(Includes unrealized gains)

9/20/2015

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Account	9/20/2015 Balance
ASSETS	
Cash and Bank Accounts	
GF National Bank-Cash Checking	12,429.08
GF National CD's-Multi-Year Redemption	71,951.65
Petty Cash	83.35
TOTAL Cash and Bank Accounts	84,464.08
Other Assets	
Library Bldg	69,600.00
TOTAL Other Assets	69,600.00
TOTAL ASSETS	154,064.08
LIABILITIES	
	0.00
OVERALL TOTAL	154,064.08

Transaction

8/18/2015 through 9/14/2015

9/20/2015

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 8/17/2015								157,755.95
8/21/2015	GF National ...		NYS Sales T... Prime Audit...		Other Inc, Bus			165.66
8/28/2015	GF National ...	2315	The Kingsbu...		Office			-292.01
8/28/2015	GF National ...	2316	Utica Nation...		Insurance, Bus			-1,517.40
8/28/2015	GF National ...	2317	Prime Auditors		Legal-Prof F...			-89.64
9/2/2015	GF National ...	2318	Suzanne Mc... August		Wages			-951.85
9/2/2015	GF National ...	2319	Patricia Jones August		Wages			-600.97
9/2/2015	GF National ...	2320	Carrie Willia... August		Wages			-417.43
9/2/2015	GF National ...	2321	Carrie Willia... Jan 15		Program Eve...			-72.90
8/18/2015 - 9/14/2015								-3,776.54
BALANCE 9/14/2015								153,979.41
TOTAL INFLOWS								165.66
TOTAL OUTFLOWS								-3,942.20
NET TOTAL								-3,776.54

2015 Budget - Year To Date
1/1/2015 through 9/20/2015 Using 2015 Budget

9/20/2015

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Category	1/1/2015 Actual	- Budget	9/20/2015 Difference
INCOME	16,152	15,750	402
Copies-Copier & Computer Copies	228	347	-119
Dividends	325	245	80
Fines	654	737	-83
Interest Received	2,596	100	2,496
Major Revenue	12,349	14,322	-1,973
Argyle School District	0	0	0
Argyle Town	10,000	10,000	0
Argyle Village	0	500	-500
Book sales	581	500	81
Donations-Fund Raising & Gifts	1,474	2,522	-1,048
New York State-SALS	293	800	-507
EXPENSES	37,920	43,058	5,138
Equipment	245	667	422
Major Library	4,411	4,500	89
Books-All Books	3,588	3,500	-88
Digital Data-Videos & Software	532	650	118
Subscriptions-Magazines	291	350	59
Payroll Services	217	325	108
Program-Events	654	1,054	400
Special Programs	225	208	-17
Summer Prog	429	846	417
Renovation	0	0	0
Service Charges (SALS)	2,934	2,940	6
Business Tax-Taxes	3,564	3,726	162
Insurance, Bus-Insurance (non health)	1,517	2,490	973
Office-Office Expenses	415	572	157
Postage and Delivery-Postage and Delivery Ex...	122	200	78
Repairs & Maint-Repairs & Maintenance	3,886	4,383	497
Supplies, Bus-Supplies	194	399	205
Utilities, Bus	4,882	5,500	618
Electrical Service-Electrical Service Expense	1,382	1,400	18
Heating Oil-Heating Oil Expense	2,000	2,500	500
Telephone-Telephone Expense	1,500	1,600	100
Wages-Wages	14,879	16,302	1,423
Net Difference:	-21,768	-27,308	5,540