

Minutes of the Argyle Free Library Board of Trustees

October 29, 2015

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

Members present: Rick Dennis, Julie Gann, Martha Johnson, Carol Kuhr, Joanne McDowell, Remus Preda, Catrina Scott-Becker, Amy Stott, Robert Webster

Also attending was Tara Nolan, CPA.

Minutes of the September 21, 2015 meeting were approved with corrections.

The Treasurer's report was presented by Catrina Scott-Becker. Catrina noted that the income payment in the amount of \$29,400 had been received from the school district.

Old Business

- **Book Culling**: Carol reported that culling the non-fiction collection is nearly complete. Carol will talk to Sue McWhorter about contacting SALS to get the "dusty book" list for the fiction collection. Carol and Sue will work together to cull the children's books. They will compile a list of popular, but worn or damaged, children's books which should be replaced with new copies.
- **Snow Plowing**: There were no responses to the posting for snow removal services on Front Porch Forum. Amy will ask Tom Plude if he is interested in doing the work or can recommend anyone else.
- **Independent Financial Review**: Remus introduced Tara Nolan who is conducting an independent review of our financial records.
- **Annual Fundraising Appeal**: The fundraising letters have been stuffed in envelopes and sent to Mailings Made Easy for posting.

New Business

- **Replacing Custodian**: Carol has heard from a third party that Carrie Williams plans to resign her position as custodian. It isn't clear if she also plans to resign her position as Summer Reading Program Coordinator. Remus will contact Carrie to confirm her plans. There was discussion of offering the custodial work to our current staff, based on their interest or willingness to take on the additional tasks. Carol will talk to Sue about the current cleaning routine.
- **Building Use Policy**: A recent retirement workshop held at the library has raised the issue of appropriate building use. Carol will draft a building use policy to be presented at our next meeting.
- **LTA Webinar**: There is a Library Trustees Association webinar on "The Role of Trustees in Planning and Evaluation: Effective Strategies to Utilize all of your Resources for Success" scheduled for November 18 at 10:00 am. Trustees can join Carol at the library to view the live webinar. The program will be archived for later viewing, as well.
- **LTA Literacy Initiative**: Carol circulated information on a Library Trustees Association initiative to create early learning hubs in local libraries. It was noted that we do not currently have the staff to establish a program at the Argyle Library.

- **Improving Communication with Staff**: Bob will speak to Sue about improving communication between the library staff and the Board of Trustees, and the need to have Sue's input at Board meetings.
- **Front Porch Forum**: A motion was made, seconded and passed to donate \$100 to Front Porch Forum, Argyle's internet community bulletin board.

Our next meeting will be on Monday, December 14, at 7:00 pm.

The meeting was adjourned at 8:05.

Respectfully submitted,

Carol Kuhr, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Carol Kuhr	Will talk to Sue McWhorter about culling the adult fiction and the children's collections.	
Amy Stott	Will speak to Tom Plude about snow plowing and snow removal.	
Remus Preda	Will contact Carrie Williams concerning her intention to resign as custodian.	
Carol Kuhr	Will speak to Sue about the current library cleaning routine.	
Carol Kuhr	Will draft a building use policy for presentation at the next board meeting.	
Bob Webster	Will speak to Sue about attending board meetings.	
Catrina Scott-Becker	Will send treasurer reports to Julie for posting on website. She will also send Julie invoices of new books so the books may be listed on the website.	

Action Items		
Person Responsible	Task	Status / Notes
Remus Preda	Will send Julie the agenda from the 8/18 meeting.	
Remus Preda	9/21/15 Purchase container(s) to protect the financial records.	10/29/15 There are some containers upstairs in the library that may be suitable.
Remus Preda	9/21/15 Contact Bob Webster about location of older records; Carol Kuhr about location of older meeting minutes.	A follow-up discussion will be needed at a later date.

2015 Budget - Year To Date

1/1/2015 through 10/25/2015 Using 2015 Budget

10/25/2015

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Category	1/1/2015 Actual	Budget	10/25/2015 Difference
INCOME	46,640	40,334	6,306
Copies-Copier & Computer Copies	228	392	-164
Dividends	325	245	80
Fines	666	834	-168
Interest Received	2,596	100	2,496
Major Revenue	42,825	38,763	4,061
Argyle School District	29,400	23,710	5,690
Argyle Town	10,000	10,000	0
Argyle Village	500	500	0
Book sales	581	500	81
Donations-Fund Raising & Gifts	2,050	2,854	-803
New York State-SALS	293	1,200	-907
EXPENSES	39,833	46,577	6,744
Equipment	245	800	555
Major Library	4,411	4,594	182
Books-All Books	3,588	3,500	-88
Digital Data-Videos & Software	532	735	203
Subscriptions-Magazines	291	358	67
Payroll Services	217	325	108
Program Events	654	1,083	429
Special Programs	225	237	12
Summer Prog	429	846	417
Renovation	0	0	0
Service Charges (SALS)	2,934	2,940	6
Business Tax-Taxes	3,564	4,575	1,011
Insurance, Bus-Insurance (non health)	1,517	2,490	973
Office-Office Expenses	415	647	232
Postage and Delivery-Postage and Delivery Ex...	122	200	78
Repairs & Maint-Repairs & Maintenance	3,886	4,526	640
Supplies, Bus-Supplies	194	451	257
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	16,792	18,446	1,654
Net Difference:	6,807	-6,242	13,050

Detail Transactions

9/21/2015 through 10/25/2015

10/25/2015

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Date	Num	Description	Memo	Category	Amount
INCOME					34,668.25
Fines					11.75
10/19/2015	DEP	Fines		Fines	11.75
Major Revenue					32,976.00
Argyle School District					29,400.00
10/19/2015	DEP	Argyle Central Sch...		Major Revenu...	29,400.00
Argyle Village					500.00
10/2/2015	DEP	Village Of Argyle	Annual Contract	Major Revenu...	500.00
Donations-Fund Raising & Gifts					576.00
10/2/2015	DEP	Phantom Laboratory		Major Revenu...	576.00
Grants					2,500.00
10/19/2015	DEP	SALS		Major Revenu...	2,500.00
Other Inc, Bus-Other Business Income					335.00
10/19/2015	DEP	SALS		Other Inc, Bus	335.00
Refund - Reduction					1,345.50
10/2/2015	DEP	SALS	Local Library Services Ai...	Refund - Red...	1,345.50
EXPENSES					-1,912.79
Wages-Wages					-1,912.79
10/1/2015	2322	Patricia Jones		Wages	-543.51
10/1/2015	2323	Suzanne McWhorter		Wages	-951.85
10/1/2015	2324	Carrie Williams		Wages	-417.43
OVERALL TOTAL					32,755.46

Net Worth - As of 10/25/2015

(Includes unrealized gains)

10/25/2015

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Account	10/25/2015 Balance
ASSETS	
Cash and Bank Accounts	
GF National Bank-Cash Checking	45,099.87
GF National CD's-Multi-Year Redemption	71,951.65
Petty Cash	301.85
TOTAL Cash and Bank Accounts	117,353.37
Other Assets	
Library Bldg	69,600.00
TOTAL Other Assets	69,600.00
TOTAL ASSETS	186,953.37
LIABILITIES	
	0.00
OVERALL TOTAL	186,953.37