

ARGYLE FREE LIBRARY
TRUSTEES MEETING

May 21, 2015 at 7:00 pm

Call to Order

Minutes of Last Meeting

Treasurer's Report

Carrie Williamson - Summer Programs

Old Business:

- SALS Annual Trustee Meeting Report
- Independent Audit

New Business

- Book Sale Schedule
- Summer Programs
- Program of the Year Award 2014
- Treasurer Report

Other Business

- Insurance Building

Date of Next Meeting

Adjournment

Minutes of the Argyle Free Library Board of Trustees

May 21, 2015

The meeting was called to order at 7:03 by President Remus Preda

Members present: Richard Dennis, Julie Gann, Carol Kuhr, JoAnne McDowell, Remus Preda, Amy Stott and Robert Webster

Minutes of the April 6 meeting were approved.

The Treasurer's report was presented by Bob Webster (see attached). Bob noted that for the year to date expenses are less than what had been budgeted. A \$100 donation to the community July 4 parade committee was approved.

Summer Youth Program: Carrie Williams is planning the summer program. She has not yet firmed up all five dates for the program or the final costs. Expenses will be shared with the Friends of the Library. More information should be available at the June Trustees Meeting.

Old Business

- **SALS Annual Trustees Meeting Report**: Bob reported on the SALS annual meeting that was held on May 18. Linda Hermans, from the Argyle Friends of the Library, accepted the Program of the Year Award for the Underground Railroad program sponsored by the Friends.
- **Independent Audit**: Remus reported that SALS is recommending that all libraries conduct an independent audit and that bids should be solicited from at least 3 CPA firms when contracting for the audit. Remus will contact firms in the Glens Falls area to secure bids.

New Business

- **July 4 Book Sale**: Amy, Rick, JoAnne and Carol volunteered to sort books for the sale at 7:00 pm on June 17. Carol will ask for help from the Friends of the Library at their June 1 meeting.
- **Treasurer Replacement**: Bob announced that he will be traveling extensively in the next year and feels that someone should be appointed as Treasurer or Assistant Treasurer to take over the duties of the office. After discussion, it was approved that Bob will approach Catrina Becker, who is a bookkeeper and who is currently Treasurer of the Friends of the Library, to join the board and accept the office of Treasurer or Assistant Treasurer.
- **Hose Reel**: Carol made a request from the Friends of the Library that the Trustees purchase a reel on which to store the garden hose used for watering the Friends' garden. The opinion of Trustees is that a reel would not minimize the chance of someone tripping over the hose, so the request was denied.

Other Business

- **Building Concerns**: There was extended discussion of the suitability of the former Kinney Insurance Building as a new site for the library. The building was toured by Bob, Julie, Martha and Carol on May 2. The benefits that would be gained by moving would include more space for our collection, computers and programs, a kitchen, meeting rooms, more work space for our staff, and off street parking. One negative consideration is financing. Bob estimated that the cost of purchasing and renovating the building would be about \$400,000. We would have to use most of our reserves and raise a considerable sum to complete the project. There is also a concern that we do not have a clear vision for what we want the library to be and that we do not currently have the programming that would justify the need for a larger building. Rick also reported that the house west of the library is on the market for an asking price of \$100,000. It is not immediately clear that useful space would be gained by purchasing that property. Also, it is listed on the Historic Register and there may restrictions put on any renovations or reconstruction that would be required to fit the building to our needs. The following next steps were approved:
 - We will solicit input on library use from the community. Julie will revise the library use survey she devised for the bank's Community Appreciation Day and it will be included in book purchases at the July 4 Book Sale and posted on Front Porch Forum.
 - Amy will look at the Pendergrass house next door. She will also ask Melody White, a realtor, to look at our current building and make suggestions for improving its layout and use.
 - We will ask Sara Dallas and Laurie Buckley from SALS to attend our next board meeting to help us continue our discussion about our building, library use and expanding our services in the community.
 - We will consider having, at a later date, a meeting with community leaders from other Argyle organizations — the churches, American Legion, Senior Citizens, Fire and Rescue Squads — to consider community needs and the role the library can play in meeting those needs.
 - Bob will get bids from office supply companies for furniture and equipment to reconfigure our computer area.

Our next meeting will be determined by the availability of Sara Dallas and Laurie Buckley. Carol will consult with them and get the date to Trustees ASAP.

The meeting adjourned at 8:30.

Respectfully submitted,

Carol Kuhr, Secretary

Net Worth - As of 5/20/2015

(Includes unrealized gains)

5/20/2015

Account	5/20/2015 Balance
ASSETS	
Cash and Bank Accounts	
GF National Bank-Cash Checking	21,659.28
GF National CD's-Multi-Year Redemption	71,617.14
Petty Cash	93.88
TOTAL Cash and Bank Accounts	93,370.30
TOTAL ASSETS	93,370.30
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LIABILITIES	0.00
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OVERALL TOTAL	93,370.30

Transaction

4/6/2015 through 5/20/2015

5/20/2015

Page 1

Date	Account	Num	Description	Memo	Category	Amount
BALANCE 4/5/2015						24,742.34
4/7/2015	GF Nation... BK CHG		AC Harland Clarke	New Checks	Bank Charge	-61.80
4/23/2015	GF Nation... DEP		Glens Falls Nat	From Customer Appr...	Major Revenu...	255.00
4/23/2015	GF Nation... 2281		Taxes With A View	2014 990EZ Tax Rep...	Payroll Services	-75.00
4/23/2015	GF Nation... 2282		United States Trea...	1st Qtr 15	Business Tax	-1,065.63
4/23/2015	GF Nation... EFT		NYS Employment ...	1st Qtr 15	Business Tax	-153.32
4/27/2015	GF Nation... 2283		Brian McWhorter	Lawn Service 2015	Repairs & Maint	-660.00
4/30/2015	GF Nation... DC		Staples		Office	-18.27
5/1/2015	GF Nation... DEP	S Cash		Jean Bigaouette	Major Revenu...	10.00
				Paula Pendergrass	Major Revenu...	50.00
				Utica National Ins	Dividends	325.35
5/5/2015	GF Nation... 2284		Patricia Jones	Apr 15	Wages	-524.35
5/5/2015	GF Nation... 2285		Suzanne McWhorter	Apr 15	Wages	-951.85
5/5/2015	GF Nation... 2286		Mary Lou Strode	Apr 15	Wages	-35.65
5/5/2015	GF Nation... 2287		Carrie Williams	Apr 15	Wages	-88.66
5/5/2015	GF Nation... 2288		Mvls/SALS	Business meeting (5)	Program Even...	121.90
5/12/2015	GF Nation... DEP	S Cash			Major Revenu...	26.00
				Lost Book	Fines	8.00
5/18/2015	GF Nation... 2289		EBSCO		Major Library:...	-291.04
5/18/2015	GF Nation... DEP	S Memorials		John Macauley	Major Revenu...	30.00
				Jean Tilford	Major Revenu...	10.00
5/20/2015	GF Nation...		Glens Falls Nat		[Petty Cash]	195.00
4/16/2015	Petty Cash		Walmart		Major Library:...	-42.78
4/19/2015	Petty Cash		Target	1 DVD - Book	Major Library:...	-37.44
4/24/2015	Petty Cash		Target	2 DVD	Major Library:...	-16.04
4/30/2015	Petty Cash DEP		Fines		Fines	123.20
4/30/2015	Petty Cash DEP		Donations		Major Revenu...	32.20
4/30/2015	Petty Cash		Copies		Copies	41.00
5/20/2015	Petty Cash tra		Glens Falls Nat		[GF National ...	-195.00
4/6/2015 - 5/20/2015						-2,989.18
BALANCE 5/20/2015						21,753.16
TOTAL INFLOWS						1,227.65
TOTAL OUTFLOWS						-4,216.83
NET TOTAL						-2,989.18

YTD Budget to Actual - Year To Date

1/1/2015 through 5/20/2015 Using 2015 Budget

5/20/2015

Page 1

Category	1/1/2015 Actual	- Budget	5/20/2015 Difference
INCOME	12,639	11,932	707
Copies-Copier & Computer Copies	133	186	-53
Dividends	325	0	325
Fines	371	395	-24
Major Revenue	11,370	11,352	18
Argyle Town	10,000	10,000	0
Donations-Fund Raising & Gifts	1,275	1,352	-77
Memorials	95	0	95
EXPENSES	25,284	27,541	2,257
Bank Charge-Service Charge	62	0	-62
Equipment	245	400	155
Major Library-Books, Subscription & Video	2,180	2,360	180
Other Major Library-Books, Subscription & V...	1,588	1,661	73
Other Major Library-Books, Subscription & V...	301	348	48
Other Major Library-Books, Subscription & V...	291	350	59
Payroll Services	217	325	108
Program Events	-122	154	276
Special Programs	-122	108	230
Summer Prog	0	46	46
Service Charges (SALS)	2,934	2,940	6
Business Tax-Taxes	2,390	2,484	94
Insurance, Bus-Insurance (non health)	0	140	140
Office-Office Expenses	54	307	253
Postage and Delivery-Postage and Delivery Ex...	122	200	78
Repairs & Maint-Repairs & Maintenance	3,835	3,881	45
Supplies, Bus-Supplies	113	214	101
Utilities, Bus-Electric, Oil, Phone	4,882	5,400	518
Other Utilities, Bus-Electric, Oil, Phone	1,382	1,400	18
Other Utilities, Bus-Electric, Oil, Phone	2,000	2,500	500
Other Utilities, Bus-Electric, Oil, Phone	1,500	1,500	0
Wages-Wages	7,932	8,738	805
Net Difference:	-12,644	-15,609	2,964