

**ARGYLE FREE LIBRARY**  
**TRUSTEES MEETING**

**JULY 15, 2015**  
**7:00 PM**

**CALL TO ORDER**

**MINUTES OF LAST MEETING**

**TREASURER'S REPORT**

**NEW BUSINESS:**

- **TREASURER BACK-UP UNTIL MAY 2016**
- **BOOK SALE UPDATE**
- **BOOK CULLING STRATEGY**

**OLD BUSINESS**

**OTHER BUSINESS**

**DATE OF NEXT MEETING**

**ADJOURNMENT**

# Minutes of the Argyle Free Library Board of Trustees

**July 15, 2015**

The meeting was called to order at 7:07 PM by President Remus Preda.

Members present: Julie Gann, Martha Johnson, Carol Kuhr, Remus Preda, Amy Stott and Robert Webster. Catrina Scott-Becker was also attending.

Minutes of the May 21 meeting were approved.

The Treasurer's report was presented by Bob Webster (see attached). Bob reported that he has purchased a \$25,000 CD to replace a \$15,000 CD coming due. He will renew another \$25,000 CD in October, for 5 years, with a higher interest rate over 1%. Our July 4 book sale netted \$581.

## New Business

- **Board of Trustees Treasurer:** Due to Bob's travel schedule, it is necessary to appoint an Interim Treasurer through May 2016. A motion was made and approved to appoint Catrina Scott-Becker to the Board of Trustees. A motion was made and approved to appoint Catrina Scott-Becker Interim Treasurer through May 2016. A motion was made and approved to accept Robert Webster's resignation from the Board, effective August 15. Bob requests to be reinstated upon his return in May 2016. Bob will write the October fund raising letter. A motion was made and approved to purchase Quicken, for installation on Catrina's computer, if necessary.
- **Book Sale:** There was a discussion of the book sale and its success, noting that \$160 of the profit came from the sale of popcorn and lemonade. Instead of having a book sale, there may be other ways to participate in the town's July Fourth celebrations. We will reconsider our plans for next year at a later date.
- **Book Culling:** The removal of our dusty books is proceeding slowly. Bob will speak to Sue McWhorter about scheduling RSVP volunteers to pull books from the shelves. We will consider selling the books at a special book sale in October.

## Old Business

- **June Meeting with Sara Dallas and Laurie Buckley:** There was a discussion of last month's meeting with SALS Sara Dallas and Laurie Buckley. Informational material is circulating among Board members. Amy Stott is interested in visiting other libraries recommended by Sara. We need to start planning to upgrade our bathroom to meet disability codes.

Our next meeting is scheduled for Tuesday, August 18, 2015.

The meeting was adjourned at 7:58 PM.

Respectfully submitted,  
Carol Kuhr, Secretary

## Net Worth - As of 7/14/2015

(Includes unrealized gains)

7/14/2015

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Account	7/14/2015 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
GF National Bank-Cash Checking	3,308.86
GF National CD's-Multi-Year Redemption	86,617.14
Petty Cash	212.41
<b>TOTAL Cash and Bank Accounts</b>	<b>90,138.41</b>
<b>TOTAL ASSETS</b>	<b>90,138.41</b>
<b>LIABILITIES</b>	
	0.00
<b>OVERALL TOTAL</b>	<b>90,138.41</b>

### 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	9,112.29	28-Jul-15
3 year	0.50%	2012	5,553.20	28-Jul-15
1 year	0.25%	2009	25,000.00	17-Oct-15
5 year	2.00%	2011	7,000.00	13-May-16
5 year	2.00%	2011	8,323.13	28-Jul-16
3 year	0.40%	2014	6,628.52	08-Apr-17
3 year	0.40%	2015	25,000.00	08-Jul-18
			\$86,617.14	

## Transaction

6/8/2015 through 7/14/2015

7/14/2015

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Date	Account	Num	Description	Memo	Category	Clr	Amount
<b>BALANCE 6/7/2015</b>							<b>163,065.55</b>
6/30/2015	Petty Cash		Copies		Copies		28.50
6/30/2015	Petty Cash	DEP	Fines		Fines		70.25
6/18/2015	GF National CD'...	DEP	Glens Falls Nat		Interest Recei...		1,314.43
7/6/2015	GF National Ban...	DEP	Booksale		Major Revenu...		581.00
6/30/2015	GF National Ban...	DEP	Argyle Teachers...		Major Revenu...	R	25.00
6/30/2015	Petty Cash	DEP	Donations		Major Revenu...		48.05
6/9/2015	GF National Ban...	2295	Baker & Taylor	Acct# L41...	Major Library:...	R	-2,000.00
6/12/2015	Petty Cash		Walmart	<i>books</i>	Major Library:...		-13.77
6/20/2015	Petty Cash		Walmart		Major Library:...		-15.99
6/28/2015	Petty Cash		Target	3 DVD	Major Library:...		-50.00
6/22/2015	GF National Ban...	2296	Void		Program Even...	R	0.00
6/22/2015	GF National Ban...	2297	Upstart		Program Even...		-17.98
7/8/2015	GF National Ban...	2301	Lili Loveday	Deposit	Program Even...		-80.00
7/8/2015	GF National Ban...	2302	Celia VanBuskirk	Deposit	Program Even...		-50.00
7/8/2015	GF National Ban...	2303	Jim Snack	Deposit H...	Program Even...		-125.00
6/9/2015	GF National Ban...	2291	Patricia Jones	May 15	Wages	R	-469.30
6/9/2015	GF National Ban...	2293	Mary Lou Strode	May 15	Wages	R	-35.65
6/9/2015	GF National Ban...	2294	Carrie Williams	May 15	Wages	R	-59.10
6/9/2015	GF National Ban...	2292	Suzanne McWh...	May 15	Wages	R	-951.85
7/1/2015	GF National Ban...	2298	Patricia Jones	Jun 15	Wages		-514.78
7/1/2015	GF National Ban...	2299	Suzanne McWh...	Jun 15	Wages		-951.85
7/1/2015	GF National Ban...	2300	Carrie Williams	Jun 15	Wages		-59.10
6/18/2015	GF National CD'...	transfer	Glens Falls Nat		[GF National ...		-11,314.43
7/8/2015	GF National CD'...		Glens Falls Nat	1 CD 3 Yr	[GF National ...		25,000.00
6/18/2015	GF National Ban...		Glens Falls Nat		[GF National ...	R	11,314.43
7/8/2015	GF National Ban...	TXFR	Glens Falls Nat	1 CD 3 Yr	[GF National ...		-25,000.00
<b>6/8/2015 - 7/14/2015</b>							<b>-3,327.14</b>

**BALANCE 7/14/2015****159,738.41****TOTAL INFLOWS 38,381.66****TOTAL OUTFLOWS -41,708.80****NET TOTAL -3,327.14**

## 2015 Budget - Year To Date

1/1/2015 through 7/14/2015 Using 2015 Budget

7/14/2015

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Category	1/1/2015 Actual	- Budget	7/14/2015 Difference
<b>INCOME</b>	<b>14,677</b>	<b>13,200</b>	<b>1,477</b>
Copies-Copier & Computer Copies	198	258	-60
Dividends	325	245	80
Fines	559	548	11
Interest Received	1,314	45	1,269
Major Revenue	<b>12,280</b>	<b>12,103</b>	<b>177</b>
Argyle School District	0	0	0
Argyle Town	10,000	10,000	0
Argyle Village	0	0	0
Book sales	581	226	355
Donations-Fund Raising & Gifts	1,406	1,877	-472
New York State-SALS	293	0	293
<b>EXPENSES</b>	<b>30,631</b>	<b>34,628</b>	<b>3,997</b>
Equipment	245	400	155
Major Library	<b>4,356</b>	<b>4,334</b>	<b>-22</b>
Books-All Books	3,588	3,500	-88
Digital Data-Videos & Software	477	484	7
Subscriptions-Magazines	291	350	59
Payroll Services	217	325	108
Program Events	<b>498</b>	<b>780</b>	<b>282</b>
Special Programs	225	153	-72
Summer Prog	273	627	354
Renovation	0	0	0
Service Charges (SALS)	2,934	2,940	6
Business Tax-Taxes	2,390	3,045	655
Insurance, Bus-Insurance (non health)	0	140	140
Office-Office Expenses	54	426	372
Postage and Delivery-Postage and Delivery Ex...	122	200	78
Repairs & Maint-Repairs & Maintenance	3,847	4,106	259
Supplies, Bus-Supplies	113	297	184
Utilities, Bus	<b>4,882</b>	<b>5,500</b>	<b>618</b>
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	10,974	12,135	1,162
<b>Net Difference:</b>	<b>-15,954</b>	<b>-21,428</b>	<b>5,474</b>