

**ARGYLE FREE LIBRARY
TRUSTEES MEETING**

February 8, 2016 at 7:00 pm

Call to Order

Minutes of Last Meeting

Treasurer's Report

- Mary Wick's Hourly Wage

Old Business

- Library Director Job
- Board Member Search
- Book Culling and Use of Shelves

New Business

- Review Of Annual Report
- Review of MVLS/SALS Joint Automation Project Contract
- Signing of Annual Conflict of Interest Statements
- Review By-Law Committee Proposed Changes

Other Business

- Clarification of Board Member Terms
- NYLA Library Lobby Day - March 2
- Long Range Plan

Date of Next Meeting

Adjournment

Minutes of the Argyle Free Library Board of Trustees

February 8, 2016

The meeting was called to order at 7:05PM by Remus Preda, President.

Members present: Rick Dennis, Julie Gann, Martha Johnson, Joanne McDowell, Remus Preda, Catrina Scott-Becker.

Minutes of the January 11, 2015 meeting were approved

Treasurer's Report:

Catrina presented the Treasurer's Report. Catrina was not sure about our new custodian's (Mary Wick) hourly rate. She will get with Amy Stott to obtain this information.

Old Business:

- **Library Director Job:** The revised job description was approved (see attached). The Board discussed a salary range from \$18-\$22/hour, and 15-20 hours per week. These details will be finalized as we interview candidates, review their qualifications, and select the Director. The job will be advertised via SALS, Monster.com, Front Porch Forum, Post Star, Chronicle, and our AFL website. Applicants will be asked to send cover letters and a resume to Joanne and Rick.
- **Board Member Search:** There were no responses to the Front Porch Forum notice requesting that anyone interested contact Remus. Carol Kuhr had asked Cindy Davidson but she was not interested. The current Board members will continue to look for candidates.
- **Book Culling and Use of Shelves:** Julie will check with Sue on the status of the book culling, and see if she has ideas for re-arranging books to make better use of the open shelf space. Julie will also give Sue the note from Sara Dallas that explains the rationale for the book culling. Sue will post this note to ensure the patrons understand why we're doing this.

New Business:

- **Review of Annual Report:** The Board reviewed the Annual Report, and corrected item 6.3. Martha will check on the Literacy Volunteers program to see if that entry needs changing. Remus signed the Variance Report with our plan to obtain a qualified Library Director. Julie will update the report to include the corrected items, and submit it and the Variance Report to SALS before the February 19 deadline.
- **Review of MVLS/SALS Joint Automation Project Contract:** There was a lot of material to read in this contract, and it is not due until June 30. The Board decided to postpone this review so everyone has a chance to thoroughly review the material before signing.
- **Signing of Annual Conflict of Interest Statements:** All members present signed the 2016 Conflict of Interest Statements. Amy Stott can sign hers at the next meeting.

- Review By-Law Committee Proposed Changes: This was postponed until our next meeting.

Other Business:

- Clarification of Board Member Terms: The start dates of each 3-year term is as follows:
 - Remus Preda: January 2015
 - Rick Dennis: January 2015
 - Joanne McDowell: January 2015
 - Martha Johnson: January 2015
 - Catrina Scott-Becker: August 2015
 - Julie Gann: January 2014
 - Amy Stott: January 2015
- NYLA Library Lobby Day: None of the Board members were interested/able to attend this.
- Long Range Plan: Discussion on this was postponed until our next meeting.

Our next meeting will be held on Monday, 3/7/16 at 7:00 PM.

The meeting adjourned at 8:15PM

Respectfully submitted,
Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Martha Johnson Joanne McDowell	1/11/16: Review and revise AFL bylaws	draft revisions due by March 7 meeting; completed March 5
Catrina Scott-Becker	Will contact Bob Webster for clarification of proposed budget.	1/11/14: discuss with Bob when he returns
Julie Gann	2/8/16: advertise for Library Director	2/11/16: sent to Sara Dallas for SALS posting 2/11/16: added to AFL website 2/18/16: ran in Front Porch Forum 2/20/16: ran in Post Star on 2/20, 2/21 & 2/23; and on Monster for 30 days 2/25/16: ran in Chronicle week of 2/25 – 3/2
Catrina Scott-Becker	2/8/16: Contact Amy Stott about hourly wage for Mary Wicks, custodian	Completed
Julie Gann	2/8/16: check with Carol Kuhr for any information she has on terms for current Board members	Completed
Remus Preda	1/11/16: invite the youth representatives to February's meeting to discuss the Long Range Plan.	Postpone Long Range Plan discussion until the new Library Director is hired
Julie Gann	2/8/16: submit Annual Report and Variance Report to SALS	2/18/16: Completed
Remus Preda	Will contact Bob Webster about serving for another three year term as trustee.	
All Trustees	Are asked to read pp. 57-59 of the Handbook for Library Trustees to prepare for our discussion of the Long Range Plan.	
Rick Dennis Joanne McDowell	Will convene as a Personnel Committee. They will write a job description for the position of Library Director and begin a search to fill that position.	2/8/16: Completed
Rick Dennis Joanne McDowell	2/8/16: Review applications for Library Director	
Julie Gann	Will talk to Sue McWhorter about : 1) status of culling the adult fiction and the children's collections.	2/11/16: 1) Adult non-fiction is done

Action Items		
Person Responsible	Task	Status / Notes
	2) Re-arranging books to better use shelf space	2) Junior non-fiction – Sue is working 3) Adult fiction – Pat is working 4) Young adult fiction – done 5) Children’s books – done Have some ideas for re-arranging – not sure if they need help for that.
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. Carol gave Julie meeting minutes for Sept 2010 – Oct 2012; some appear to be missing

Detail Transactions

1/11/2016 through 2/7/2016

2/7/2016

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Date	Num	Description	Memo	Category	Amount
INCOME					85.00
Fines					85.00
1/29/2016	DEP	Argyle Free Library	Cash Draw 1/28/16	Fines	85.00
EXPENSES					-5,730.79
Business Tax-Taxes					-1,235.71
1/22/2016	EFT	NYS Employment ...	4th QRT	Business Tax	-148.54
1/28/2016	2346	Internal Revenue S...	4th QRT Form941 16,098...	Business Tax	-1,087.17
Office-Office Expenses					-25.15
1/28/2016	2348	Demco	Book Tape & adhesive	Office	-25.15
Service Charges (SALS)					-175.60
1/16/2016	2345	**VOID**SALS	*W/not accept pre-payme...	Service Charg... c	0.00
1/28/2016	2347	SALS	Inv. 2015 - 12ARG	Service Charg...	-175.60
Utilities, Bus					-2,500.00
Heating Oil-Heating Oil Expense					-1,500.00
1/12/2016	2343	Mcdonald Oil	Pre-paid for 2016	Utilities, Bus:...	-1,500.00
Telephone-Telephone Expense					-1,000.00
1/12/2016	2344	Verizon		Utilities, Bus:T...	-1,000.00
Wages-Wages					-1,794.33
2/2/2016	2349	Suzanne McWhorter	Jan 16	Wages	-982.93
2/2/2016	2350	Patricia Jones	Jan 16	Wages	-511.40
2/2/2016	2351	Suzanne McWhorter	Bonus 2015	Wages	-100.00
2/2/2016	2352	Patricia Jones	Bonus 2015	Wages	-100.00
2/2/2016	2353	Mary Lou Strode	Bonus 2015	Wages	-50.00
2/2/2016	2354	Carrie Williams	Bonus 2015	Wages	-50.00
OVERALL TOTAL					-5,645.79

2/7/2016

Account Balances - As of 2/7/2016
(Includes unrealized gains)

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Account	2/7/2016 Balance
Bank Accounts	
GF National Bank-Cash Checking	37,617.27
GF National CD's-Multi-Year Redemption	71,951.65
TOTAL Bank Accounts	109,568.92
Cash Accounts	
Petty Cash	487.35
TOTAL Cash Accounts	487.35
Asset Accounts	
Library Bldg	69,600.00
TOTAL Asset Accounts	69,600.00
OVERALL TOTAL	179,656.27

2016 YTD Budget to Actual2 - Current Year

1/1/2016 through 12/31/2016 Using Budget 2016

2/7/2016

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Category	Actual	2016 Budget	Difference
INCOME	85	47,340	-47,255
Copies-Copier & Computer Copies	0	480	-480
Dividends	0	0	0
Fines	85	1,020	-935
Interest Received	0	230	-230
Major Revenue	0	45,610	-45,610
Argyle School District	0	29,400	-29,400
Argyle Town	0	10,000	-10,000
Argyle Village	0	500	-500
Book sales	0	500	-500
Donations-Fund Raising & Gifts	0	4,010	-4,010
New York State-SALS	0	1,200	-1,200
EXPENSES	7,295	57,102	49,807
Equipment	0	800	800
Major Library	0	5,040	5,040
Books-All Books	0	3,780	3,780
Digital Data-Videos & Software	0	900	900
Subscriptions-Magazines	0	360	360
Payroll Services	0	325	325
Program Events	0	1,138	1,138
Special Programs	0	292	292
Summer Prog	0	846	846
Renovation	0	6,000	6,000
Service Charges (SALS)	176	2,136	1,960
Business Tax-Taxes	1,236	5,097	3,861
Insurance, Bus-Insurance (non health)	0	2,908	2,908
Office-Office Expenses	60	792	732
Postage and Delivery-Postage and Delivery Ex...	0	550	550
Repairs & Maint-Repairs & Maintenance	0	1,800	1,800
Supplies, Bus-Supplies	0	552	552
Utilities, Bus	2,500	6,600	4,100
Electrical Service-Electrical Service Expense	0	1,700	1,700
Heating Oil-Heating Oil Expense	1,500	3,300	1,800
Telephone-Telephone Expense	1,000	1,600	600
Wages-Wages	3,323	23,364	20,041
Net Difference:	-7,210	-9,762	2,552