

ARGYLE FREE LIBRARY
TRUSTEES MEETING

MARCH 7, 2016 AT 7:00 PM

CALL TO ORDER

MINUTES OF LAST MEETING

Treasurer's Report
OLD BUSINESS

- LIBRARY DIRECTOR JOB
- BOOK CULLING + USE OF SPACE
- POTENTIAL NEW BOARD MEMBERS
- COMPLETE CONFLICT OF INTEREST STATEMENTS

NEW BUSINESS

- BY-LAW REVISIONS
- REVIEW MVL/SALS CONTRACT
- REVIEW DOOR LOCKING PROCEDURE

REVIEW OF CURRENT ACTION ITEMS

DATE OF NEXT MEETING

ADJOURNMENT

Minutes of the Argyle Free Library Board of Trustees

March 7, 2016

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

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

Minutes of Last Meeting:

Minutes of the February 8, 2015 meeting were approved with some corrections.

Treasurer's Report:

Catrina presented the Treasurer's Report. The Board approved a motion to make one yearly payment for the Post Office Box instead of monthly payments. Two donations were received: one in memory of Linda Tucker, and the other was a donation of 'Bark' magazine.

Old Business:

- **Library Director Job:** The Personnel Committee (Joanne and Rick) have received seven applications. Sue McWhorter said that one more was on the way. Julie will notify Sue that all applications must be in by the end of this week. Joanne and Rick will:
 - research and recommend how to do background checks on the applicants.
 - Some of the applicants are from fairly distant locations, so they will contact the applicants to ensure they understand the location and limited hours
 - Narrow the list of applicants to the top three and send them to all Board members for consideration. The Board may hold a special meeting to interview the top applicants.
- **Book Culling and Use of Shelves:** Sue reported that the book culling is almost done. She did have some ideas for re-arranging the books to improve the use of shelf space and make the young adult books easier to view. Amy questioned how this would fit into the longer-range plans for re-arranging the library that the Building Committee is considering. The Board agreed that the culling should be completed, but re-arranging the books should wait until the new Library Director can participate in the discussion.
- **Potential New Board Members:** Amy has a potential candidate, and will follow-up with that person.
- **Complete Conflict of Interest Statements:** Amy signed her COI statement, so all are now complete.

New Business:

- **Orientation for New Board Members:** Martha will contact Sara about a date and time for orientation for our newer Board members (Martha, Joanne, and Rick)

- 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 until our April meeting 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: Martha and Joanne reviewed the proposed bylaw changes. After discussion, the Board had some revisions to the bylaws. Remus motioned for approval of the bylaws, with the discussed changes. Julie seconded the motion, and it was passed unanimously.). Martha and Joanne agreed to create an orientation package for new trustees, in accordance with the revised bylaws.
- Update Bank Account Signatories: Carol Kuhr needs to be removed as a signatory, and Julie (as secretary) needs to be added. In addition, the Chair of the Finance Committee needs to be added as a signatory.
- Review Door Locking Procedure: The correct procedure for closing and locking the library after our meetings is:
 - Turn down both thermostats
 - Turn off all inside and both outside lights
 - Use the dead-bolt only to lock the main door

Other Business:

- Review of Current Action Items:
 - The Long Range Planning discussion will be postponed until our new Library Director has started.
 - The Finance Committee members are Rick Dennis (chair) and Joanne McDowell.
- SALS Strategic Planning Session: SALS is having its initial Strategic Planning Session on March 9. Julie Gann and Mary Lou Strode will attend.

Our next meeting will be held on Monday, 4/11/16 at 7:00 PM.

The meeting adjourned at 8:10PM

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Martha Johnson Joanne McDowell	1/11/16: Review and revise AFL bylaws	Completed revisions based on 3/7 meeting. Bob Webster later sent in a suggested change that needs to be addressed.
Catrina Scott-Becker	Will contact Bob Webster for clarification of proposed budget.	1/11/14: discuss with Bob when he returns
All	Review the MVLS/SALS Joint Automation Project Contract. Must be signed and returned by June 20, 2016	Agreed to review at April meeting
Martha Johnson	Get with Sara Dallas to arrange an orientation for the newer Board members	Complete
Martha Johnson Joanne McDowell	3/7/16: Create orientation package for new Board trustees	
Remus Preda	1/11/16: invite the youth representatives to February's meeting to discuss the Long Range Plan.	Postpone discussion of Long Range Plan until new Library Director is on board
Catrina Scott-Becker	3/7/16: 1) Change bank signatories to reflect that Julie has replaced Carol as secretary 2) Add Chair of the Finance Committee to bank signature list (Rick Dennis)	1) Completed on 3/14/16
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.	
Personnel Committee: Rick Dennis Joanne McDowell	3/7/16: Will follow-up with candidates; check into background investigations; select top 3 candidates	
Library Director	Work with Building Committee to make best use of shelf space emptied by book culling.	
Amy Stott	3/7/16: follow-up on potential new board member	
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 is needed. Carol gave Julie minutes for Sept 2010 – Oct 2012; some appear to be missing

Net Worth - As of 3/6/2016

(Includes unrealized gains)

3/6/2016

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Account	3/6/2016 Balance
ASSETS	
Cash and Bank Accounts	
GF National Bank-Cash Checking	36,135.39
GF National CD's-Multi-Year Redemption	71,951.65
Petty Cash	487.35
TOTAL Cash and Bank Accounts	108,574.39
Other Assets	
Library Bldg	69,600.00
TOTAL Other Assets	69,600.00
TOTAL ASSETS	178,174.39
LIABILITIES	
	0.00
OVERALL TOTAL	178,174.39

Detail Transactions

2/8/2016 through 3/7/2016

3/6/2016

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Date	Num	Description	Memo	Category	Amount
INCOME					159.78
Fines					8.00
2/11/2016	DEP	Fines	Video fine x1	Fines	8.00
Major Revenue					151.78
Book sales & Fines					151.78
3/2/2016	DEP	Cash		Major Revenu...	151.78
EXPENSES					-1,641.66
Uncategorized					-30.00
2/29/2016	2360	Mary Wicks	x2		-30.00
Utilities, Bus					-59.44
Electrical Service-Electrical Service Expense					-59.44
2/13/2016	2356	National Grid		Utilities, Bus:...	-59.44
Wages-Wages					-1,552.22
2/12/2016	2355	Mary Wicks	New Cleaner \$15 PH x2 ...	Wages	-30.00
2/29/2016	2357	Patricia Jones	Feb 16	Wages	-484.21
2/29/2016	2358	Suzanne McWhorter	Feb 16	Wages	-982.93
2/29/2016	2359	Mary Lou Strode	Feb 16	Wages	-55.08
OVERALL TOTAL					-1,481.88

→ moved to 'Wages'

2016 YTD Budget to Actual2 - Current Year

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

3/6/2016

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Category	Actual	2016 Budget	Difference
INCOME	93	47,340	-47,247
Copies-Copier & Computer Copies	0	480	-480
Dividends	0	0	0
Fines	93	1,020	-927
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	8,906	57,102	48,195
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	2,559	6,600	4,041
Electrical Service-Electrical Service Expense	59	1,700	1,641
Heating Oil-Heating Oil Expense	1,500	3,300	1,800
Telephone-Telephone Expense	1,000	1,600	600
Wages-Wages	4,875	23,364	18,489
Net Difference:	-8,813	-9,762	948