

Minutes of the Argyle Free Library Board of Trustees

May 8, 2017

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

Members present: Remus Preda, Julie Gann, Joanne McDowell, Martha Johnson, Jill Hamilton, Phyllis Snell, and Rick Dennis. Hannah Stahl, AFL Library Director, also attended.

Minutes of Last Meeting:

Minutes of our April meeting were reviewed. Jill needs to be added to the list of attendees. Remus motioned to approve the April meeting minutes with that change, Joanne seconded, and the vote was unanimous.

Treasurer's Report:

Bob was unable to attend the meeting, but left copies of the Treasurer's Report (see Attachment 2). A question was raised about the library's magazine subscriptions and which ones are being read by library patrons. Hannah will start a checklist for patrons to note when they read a magazine, so she will know which subscriptions to review. The month's bills were reviewed. The amount of the Mailings Made Easy bill for the envelope stuffing and mailing of the letter about the proposed library tax increase was higher than anticipated. All bills except that one were approved for payment. Remus made a motion to approve the Treasurer's report and payment of the month's bills. Rick seconded, and the motion passed unanimously.

Bob notified the Board that he will be leaving in October for an extended trip, and that we will need a replacement treasurer. Jill volunteered to work with Bob and see if she feels that she could take over the Treasurer's responsibilities. He also recommended that we consider direct deposit of staff paychecks. Bob said that after he returns, he is willing to be a temporary or permanent Board member.

Library Director Report:

Hannah presented the Library Director's report. A summary is presented below – see Attachment 3 for details.

- Spring cleaning is ongoing.
- High school volunteers helped Hannah move the new books from their old location by the front door to the addition room. They are also rearranging the paperbacks to make the titles easier to find.
- The first of the TED talks (gardening) was had good attendance and some follow-on interest.

- Activities
 - Waiting to hear back on a Stewart's grant for ice cream and hot dogs for the Summer Program kick-off.
 - Making good progress with the seed library
 - While several people expressed interest in a new book club, only two people attended the first meeting. Hannah will try one more time and see if there is enough interest to continue.
 - Hannah has printed a calendar of events, and the librarians are passing them out to patrons as a reminder of what's happening when.
 - Hannah did meet with the town historian, who said that she was willing to do some programs at AFL.
 - Hannah reported that we are out of shelf space in the attic for the donated books. She needs some help to sort out books that won't re-sell and take them to be recycled. We scheduled Saturday, June 10 at 10:00AM for this event.
 - The 'Best Small Library' grant application is due July 17. Hannah will be the lead for writing this grant. She needs two letters of recommendation from people not involved in the library to include in the application. Remus will contact Sarah Dallas (SALS) and Phyllis will talk with Kim McLean about writing those letters of recommendation.

New Business

- Budget Hearing: the budget hearing for public comments and questions is tomorrow (May 9). Hannah, Remus and Julie will attend to answer any questions about AFL's request for an increase in taxes.
- Blue Mountain Museum Pass: Blue Mountain Museum offered us the same arrangement as last year. AFL can purchase a season pass for \$75 that any patron can use for 50% off admission. Because no patrons used the season pass last year, we decided not to renew it this year. Jill will check into local attractions/activities to see if there is something similar we can offer our patrons.

Old Business:

- Sill Repair: Bob was not at the meeting, so no information was available.
- NYS Construction Grant for handicapped bathroom access: still no word from the state about whether we've won the grant.
- Strategic Plan: Hannah will follow-up with SALS for a date for the kick-off of the strategic plan.

- Water cooler vs bottled water for library use: The cost for a water cooler would be a \$20 setup fee, then \$23/month for three 5-gallon bottles of water. The board decided that buying bottled water as needed would be adequate instead of installing a water cooler.

Other Business:

- Following is the schedule for future board meetings. They will continue to be held at 7:00PM the second Monday of each month, unless otherwise noted.
 - June 12
 - July 10
 - August 14
 - September 11

The meeting was adjourned at 8:45 PM.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Hannah	5/8/17: put a signature page on each magazine for patrons to sign when they read, so Hannah can track which subscriptions are being used	
All	5/8/17: help Hannah sort excess books in attic and take them to be recycled on June 10 @10:00AM	6/9/17: cancelled the 6/10 date; will re-schedule this
Remus Phyllis	5/8/17: contact Sarah Dallas and Kim McLean about letters of recommendation for the 'Best Small Library' grant application	
Jill	5/8/17: check with local museums/attractions about a season pass we can offer our patrons	
Hannah	4/17/17: check with Sarah and Erica about a date for the Strategic Planning appreciation exercise.	Complete: scheduled for June 20 at 7:00 PM at the library.
Jill	4/17/17: work with Bob to understand the Treasurer's duties and software; let the Board know if she is willing and able to take over permanently when Bob leaves in October	

Action Items		
Person Responsible	Task	Status / Notes
Bob	4/17/17: Bob check with Sue and Pat to see if they're OK with direct deposit of their paychecks.	Complete: Hannah checked and all are OK with direct deposit.
Hannah	4/17/17: check on costs of water cooler vs bottled water	Complete. Decided to use bottled water as needed.
Hannah, Julie	4/17/17: convert the digitized yearbooks to Adobe pdf format	5/8/17: In progress. Hannah will check with SALS about getting Adobe Professional to convert the files.
Hannah	4/17/17: develop DB with photos of prom dresses, advertise availability for special occasions.	
Bob	4/17/17: Introduce Hannah to the town historian.	Complete
Bob	2/13/17: approved Pete Narkewick to do the foundation/sill repair work using that grant money. Bob to keep board apprised of status.	
All Board members & Hannah	12/12/16: prepare a list of potential stakeholders and facilitators for discussion at our January meeting	1/16/17: postponed to February meeting
Bob, Martha, Hannah	12/12/16: Bob will talk with Ryan, Martha will talk with her son, and Hannah will check with some homeschoolers about being youth representatives for our Long Range Planning meeting(s).	1/16/17: still being worked
All	11/14/16: Review Strategic Planning documents in 'Files' section of PodKeeper: 1) New Planning for Results 2) Simply Strategic 3) Aspen Institute 4) Read pp. 57-59 of the Handbook for Library Trustees to prepare for our discussion of the Long Range Plan.	1/16/17: carried over to February meeting 12/12/16: carried over to January 2017
Hannah	10/17/16: check with SALS re security implications of donated iMACs	5/8/17: COMPLETE - SALS says there is a security issue and won't approve them for use as library computers 1/16/17: still working this 12/12/16: in progress

Action Items		
Person Responsible	Task	Status / Notes
Hannah	10/17/16: draft a Collection Development Plan	5/8/17: wait until after the budget vote, as will impact the acceptance of donated books 1/12/17: needs to make a few changes; plan on draft ready for review in May 2017 11/30/16: draft posted to PodKeeper
All Board members	12/12/16: review the success of the café space and determine whether to continue and how to fund	Due December 2017

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ARBYLE FREE LIBRARY
MEETING AGENDA
MAY 8, 2017

- Call to Order
- MINUTES OF LAST MEETING
- TREASURER'S REPORT
- LIBRARIAN'S CORNER
 - BLUE MT. MUSEUM
 - BEST SMALL LIBRARY AWARD
 - JOSEPH SHUBERT AWARD
 - UPSTAIRS BOOKS
 - WATER COOLER
- OLD BUSINESS
 - BATH ROOM GRANT
 - STRATEGIC PLAN
- OTHER BUSINESS
- ACTION ITEMS
- DATE OF NEXT MEETING
- ADJOURNMENT

Treasurer's Report

May 2017

Net Worth - As of 5/6/2017

(Includes unrealized gains)

5/6/2017

Account	5/6/2017 Balance
ASSETS	
Cash and Bank Accounts	
GF National Bank-Cash Checking	51,822.89
GF National CD's-Multi-Year Redemption	50,000.00
Petty Cash	217.92
TOTAL Cash and Bank Accounts	102,040.81
Other Assets	
Library Bldg	40,000.00
TOTAL Other Assets	40,000.00
TOTAL ASSETS	142,040.81
LIABILITIES	
	0.00
OVERALL TOTAL	142,040.81

**Argyle Free Library
Certificates of Deposit - GFN**

Saturday, May 06, 2017

<u>Amount</u>	<u>Issue Date</u>	<u>Maturity Date</u>	<u>Term</u>	<u>% Rate</u>
25,000.00	8-Jul-15	8-Jul-18	36 M	0.40%
10,000.00	7-Jun-16	7-Jun-19	36M	0.40%
15,000.00	20-May-16	20-May-21	60 M	1.00%

\$ 50,000.00

5/6/2017

2017 Budget to Actual - Year to Date
1/1/2017 through 5/6/2017 Using AFL 2017 Budget

Category	1/1/2017 Actual	- Budget	5/6/2017 Difference
INCOME	48,813 <i>16,875</i>	16,786	32,057
Copies-Copier & Computer Printing	158	126	32
Dividends	148	150	-2
Fines	251	310	-60
Interest Received	124	400	-276
Major Revenue	15,569	15,800	-231
Argyle Town	10,000	10,000	0
Donations-Fund Raising & Gifts	569	800	-231
Grants	5,000	5,000	0
Other Inc, Bus	625	0	625
EXPENSES	60,705 <i>29,736</i>	41,504	-19,201
Equipment	221	675	455
Major Library	3,146	5,101	1,955
Books	2,501	4,176	1,675
Digital Data	625	550	-75
Subscriptions-Magazines	20	375	355
Program Events	461	2,011	1,550
Special Programs	7	661	654
Summer Prog	454	1,350	896
Renovation	0	7,000	7,000
Service Charges (SALS)	904	889	-15
Bus. Insurance	478	425	-53
Business Tax	5,489	5,417	-72
Office	581	247	-334
Postage and Delivery	57	450	393
Printing and Reproduction	23	123	100
Repairs & Maint	1,635	894	-741
Supplies, Bus-Supplies	285	396	111
Utilities, Bus	2,850	2,860	10
Electrical Service	1,485	1,500	15
Heating Oil	806	800	-6
Telephone	560	560	0
Wages	12,606	15,016	2,410
Net Difference:	-11,863	-24,718	12,855

Library Report 05-08-17

Library Activities

- 1.) Cleaning up staff workspace
- 2.) Weeding Adult Fiction section
- 3.) Processing new material
- 4.) General duties: check-in/out, send list, shelving, etc.

Events

- 1.) May 2nd, 7 pm | Technology Trainers Orientation
- 2.) May 6th, 6 pm | Seed Library Grand Opening and Gardening TED Talks
- 3.) May 13th, 9 am-12 pm | Friends of the Library Plant and Bake Sale at the rescue squad
- 4.) May 15th, 3-5 pm | Technology Trainers
- 5.) May 16th, 7-9 pm | Technology Trainers
- 6.) May 16th, all day | Library Budget Vote at Argyle Central School
- 7.) May 17th, 11 am- 1pm | Technology Trainers
- 8.) May 18th, 7-9 pm | Technology Trainers
- 9.) May 20th, 12-1 pm | Story Hour
- 10.) May 27th, 7 pm | TED Talks and Dinner: Diversity

Director Activities

- 1.) Planning for summer program
- 2.) Seed library planning
- 3.) Technology trainers orientation and planning
- 4.) New book club first meeting, planned second meeting
- 5.) Applied for Stewart's Grant for summer program
- 6.) Helped with weeding Adult Fiction section
- 7.) Met with town historian
 - a.) She will take our glass book cabinet, but we need to figure out what to do with materials being stored in them (a university library? Crandall?)
 - b.) She is willing to do programs at the library about town history
 - c.) She is open to digitizing the collection, but doesn't see the value in it

To-do

- 1.) Take at least one truckload of books that we know won't sell to the recycling center
- 2.) Best Small Library in America Award application due July 17