

# **Minutes of the Argyle Free Library Board of Trustees**

**June 12, 2017**

The meeting was called to order at 7:08PM by Remus Preda, President.

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

## **Minutes of Last Meeting:**

Minutes of our May meeting were reviewed. Jill motioned to approve the May meeting minutes with no changes, Joanne seconded, and the vote was unanimous.

## **Treasurer's Report:**

Bob moved pro \$10,000 from the checking account to a CD. Everything else is proceeding per the approved budget. See Attachment 2 for the detailed Treasurer Report.

Bob did talk with Taxes With a View about direct deposit for employee paychecks. They can do this with a miniscule increase in expenses. It will take four days from the time Taxes With a View notifies the bank to when the paycheck money shows up in the employees' bank accounts. They currently receive a paper check as close to the end of the month as possible. The Board agreed to offer this option to the employees. Bob will get the direct deposit forms to Hannah who will check with the employees. Anyone desiring direct deposit of their paycheck will need to give the completed direct deposit form to Bob.

## **Library Director Report:**

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

- One of our older SALS computers has been cleared by SALS and given to Jill for her use as our potential new treasurer. We may need to buy a wireless stick and Quicken for Jill's use. The replacement for that computer is being set up by SALS and should be delivered shortly.
- 'Best Small Library' and Shubert award applications: The 2016 numbers are not looking good for these applications because they were miscounted in 2015 and make it appear the 2016 numbers are less than in 2015, which is not the case. Hannah is working with Erica from SALS to see if there is any way to spin these numbers, but if not, it may be better to wait until next year to apply for these awards.
- Seed Library: the teen volunteers have been helping to put this together
- Summer Program Costs: a Price Chopper grant is only available every four

years, so Hannah will wait for a bigger project for that grant. Stewart is donating the ice cream and fixings for the kick-off event. Other costs are in line with the approved budget and the Friends of the Library's \$192 contribution for prizes.

- The Association of Rural Libraries (ARLS) conference is September 6-9 in George, UT. Hannah estimated the total cost of the conference to be about \$1200-\$1700, including travel. Remus motioned to approve \$1500 for Hannah to attend the conference, Bob seconded, and it was approved unanimously.
- Due to poor attendance at some scheduled events/programs, Hannah will develop a Program Attendance and Cancellation Policy. However, she will wait until the Strategic Plan is complete to start work on this.
- Volunteers are needed for the Summer Program Kick-off on 7/6 and the Egg Candling on 7/24. Jill and Phyllis can help for 2-hour shifts for the Summer Program Kick-off, and Phyllis might be able to help with the Egg Candling.
- Increase library hours: Hannah discussed increasing the library hours, but the board decided to postpone this due to budget constraints.

### **Old Business**

- Strategic Plan: The kick-off meeting for getting started on the Strategic Plan will be June 20 at 7:00PM. Erica from SALS will lead this meeting.
- Sill Replacement: There is no start date yet. The contractor was asked to construction for the July 4 book sale and parade.
- Construction Grant: Rick agreed to be the Project Manager for the Handicapped Bathroom renovation, and will contact builders for final bids. Julie will send Rick the completed grant application with its requirements.

### **New/Other Business:**

- July 4 Book Sale: Bob will not be able to assist in sorting the books this year, but gave some guidelines for which books are likely to sell and which should be put in the 'dump' pile.
  - Dump pile: Philosophy, religion, how-to books
  - Little demand: cookbooks and travel books
  - Best sellers: quilting (good to separate them so they're easy to find)
- Prom gown storage: The Methodist Church is meeting tonight to decide whether to offer their old parsonage for us to store the gowns. However, it has no power or heat, so there is some concern about potential damage to the gowns.

- Book Donation Policy: Hannah will have this ready after the July 4<sup>th</sup> book sale.
- Hannah’s Six Month Review: The Board went into Executive Session to discuss this. The results of the Executive Session was an agreement that this would be her annual review, and she would get a raise in appreciation of the exceptional job she has done. Hannah does need to do a review of the rest of the library staff. Julie is to send her the job description to assist her in this.

**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.
  - July 10
  - August 14
  - September 11

The meeting was adjourned at 9:10 PM.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Julie	6/16/17: Bob gave her the grant application from the Home for Aged Women to complete, which could provide the remaining funding for the bathroom renovation	7/6/17: grant was submitted; should hear results before September
Bob	6/12/17: give direct deposit forms to Hannah	
Hannah	6/12/17: give direct deposit forms to employees with guidance on filling them out and returning to Bob if they want direct deposit of their paychecks	
Hannah	6/12/17: prepare a Program Attendance & Cancellation Policy after the Strategic Plan is complete	
Julie	6/12/17: send Rick the NYS Construction Grant completed application and associated materials	6/14/17: Completed
Rick	6/12/17: get final bids from contractors for the bathroom renovation	

Action Items		
Person Responsible	Task	Status / Notes
Bob	6/12/17: check to see if the top floor of the bank is available for storing the prom gowns	6/30/17: Complete – yes, they will let us store the gowns there
Hannah	6/12/17: contact the Post Star, et al to see about a new article that the prom gowns are available for special occasions	
Hannah	6/12/17: new Book Donation policy	
Julie	6/12/17: send Hannah the job description for staff librarians	7/8/17: completed
Hannah	6/12/17: do a performance evaluation for the library staff	
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	6/12/17: open
Remus Phyllis	5/8/17: contact Sarah Dallas and Kim McLean about letters of recommendation for the 'Best Small Library' grant application	6/12/17: working, dependent on decision about whether or not to submit this year
Jill	5/8/17: check with local museums/attractions about a season pass we can offer our patrons	6/12/17: talked with MiSci Museum, \$200 for 2 family passes, each gets 2 adults and all kids in free; will look at other options
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	6/12/17: in progress, working on getting computer set up, may need wi-fi stick and copy of Quicken
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.	6/12/17: in progress
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.	6/12/17: no start date yet
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

Action Items		
Person Responsible	Task	Status / Notes
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: draft a Collection Development Plan	6/12/17: wait until after the Strategic Plan is complete 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

**ARGYLE FREE LIBRARY  
TRUSTEES MEETING  
June 12, 2017 at 7:00 pm**

Call to Order

Minutes of Last Meeting

Treasurer's Report and Financial Issues

- Direct Deposit for Employee Paychecks

Library Director Section

- Computer from SALS
- Best Small Library in America and Shubert Awards
- Seed Library
- Summer Program Costs
- ARLS Conference
- FOL Plant and Bake Sale
- FOL 501 (c)(3) status
- Program Attendance and Cancellation Policy
- Increase Library Hours

Old Business

- Strategic Plan
- Construction Grant (Next Steps) and Replacement of Sills

New/Other Business

- 4<sup>th</sup> of July Book Sale
- Gown Storage
- Revamp Book Donation Policy
- Hannah's 6 Month Review

Action Item Reviews

Date of Next Meeting

Adjournment

# **Treasurer's Report**

## **June 2017**

6/12/2017

**Net Worth - As of 6/12/2017**  
(Includes unrealized gains)

Account	6/12/2017 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
GF National Bank-Cash Checking	39,278.06
GF National CD's-Multi-Year Redemption	60,000.00
Petty Cash	96.84
<b>TOTAL Cash and Bank Accounts</b>	<b>99,374.90</b>
<b>Other Assets</b>	
Library Bldg	40,000.00
<b>TOTAL Other Assets</b>	<b>40,000.00</b>
<b>TOTAL ASSETS</b>	<b>139,374.90</b>
<b>LIABILITIES</b>	
	0.00
<b>OVERALL TOTAL</b>	<b>139,374.90</b>

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

Friday, May 19, 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	36 M	0.40%
10,000.00	19-May-17	19-May-20	36 M	0.50%
15,000.00	20-May-16	20-May-21	60 M	1.00%

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**\$ 60,000.00**



**2017 Budget to Actual - Year to Date**  
1/1/2017 through 6/12/2017 Using AFL 2017 Budget

6/12/2017

Category	1/1/2017 Actual	- Budget	6/12/2017 Difference
<b>INCOME</b>	<b>18,874</b>	<b>17,199</b>	<b>1,675</b>
Copies-Copier & Computer Printing	181	162	19
Dividends	148	150	-2
Fines	315	400	-85
Interest Received	0	400	-400
Major Revenue	17,215	16,088	1,127
Argyle Town	10,000	10,000	0
Book sales	0	120	-120
Donations-Fund Raising & Gifts	676	968	-291
Grants	5,000	5,000	0
Memorials	1,539	0	1,539
Other Inc, Bus	625	0	625
<b>EXPENSES</b>	<b>33,526</b>	<b>38,704</b>	<b>5,178</b>
Equipment	221	869	649
Major Library	3,289	5,101	1,812
Books	2,526	4,176	1,650
Digital Data	744	550	-194
Subscriptions-Magazines	20	375	355
Program Events	493	2,011	1,518
Special Programs	39	661	622
Summer Prog	454	1,350	896
Service Charges (SALS)	1,134	1,145	11
Bus. Insurance	478	425	-53
Business Tax	5,489	5,417	-72
Office	719	271	-448
Postage and Delivery	707	469	-238
Printing and Reproduction	23	203	180
Repairs & Maint	1,639	1,485	-154
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	15,809	18,052	2,243
<b>Net Difference:</b>	<b>-14,652</b>	<b>-21,505</b>	<b>6,853</b>

AFL 2017 Cash Balance Projection

	\$	6/5/2017
Current Balance June 2017	39,000	(Not including CD's of 60,000)
Budgeted Income	71,400	← does include our tax increase + \$5K grant + \$16K grant
Budgeted Expense	94,500	
Ending Balance 2017	15,900	

Note: CD due July 2018 for 25,000

Worse case scenario : No grants received and only 29,400 from a failed school vote  
the projected ending balance estimate was minus 20,400

Numbers are rounded

## **Library Report 6-12-17**

### **Library activities**

- 1.) Continued working on the spring cleaning checklist. We got the adult fiction section completely weeded. Moving on to large type and non-fiction closer to the book sale. Hannah has been doing this on Mondays and Wednesdays along with Pat.
- 2.) Technology Trainers started working in May and will work 2 weeks out of each month at the library. It goes one week on, one week off, and so forth.
- 3.) Started with the adult summer programs in May. We've had 2 events so far which have been fairly successful.
- 4.) Held Senior Fraud Seminar, 8 attended
- 5.) Kids DVDs were alphabetized by our teen volunteers
- 6.) General duties: check-in/out, send list, shelving, etc.

### **Library director activities**

- 1.) Got the Stewart's Grant for the build-your-own-sundae kits for the summer reading kick-off party on July 7th.
- 2.) Trying to find storage for the prom dresses
- 3.) Working on labels for the seed library
- 4.) General duties: updating the website and Facebook, hosting programs, etc.
- 5.) Working on events for Fall/Winter. So far:
  - a.) Armchair travelers series
  - b.) College prep
  - c.) Classic movie night (movies that are out of copyright, Pat's suggestion)
  - d.) TED Talks and Dinner
  - e.) Program on podcasts and how to download them
  - f.) Pop up cat or dog cafe (We have a cafe-style event where we have adoptable cats or dogs there to interact with)
    - i.) For more on this, see: <https://www.catcafesd.com/us/works/>