

# Minutes of the Argyle Free Library Board of Trustees

July 17, 2017

The meeting was called to order at 7:03PM by Remus Preda, President.

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

## Minutes of Last Meeting:

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

## Treasurer's Report:

Bob reported that the book sale generated about the same monies as last year (\$546). We also received \$14,782 from NYS for the Handicapped Bathroom Construction Grant. The final 10% will be paid after we submit the financials and final report. The new public computer from SALS cost about \$500. So far, only Hannah has filled out the direct deposit form, and Bob will pick up that form and complete setting up direct deposit for her. See Attachment 2 for the detailed Treasurer Report.

We received a letter from the Fire Department thanking us for our donation (\$125) for the parade. One of the library patrons had an accident in the library and broke her wrist. Hannah filled out an incident report, the library was not at fault, and the patron agrees with that. The insurance company has the information and will contact the patron to close out the incident.

Hannah has made an "Incident Report Form" in the event something like this occurs again, and has informed Sue and Pat about the procedures.

## Library Director Report:

Hannah presented the Library Director's report. A summary is presented below.

- Job Descriptions for Library Staff: Hannah presented some example job descriptions for 'Circulation Clerks' and 'Library Assistants', as those are more appropriate job categories than 'Staff Librarian'. After discussion, we tentatively agreed that Pat might be a 'Circulation Clerk', and Sue a 'Library Assistant', based on the example job descriptions. We need to develop pay scales for the various job categories.
- We discussed staffing and library hours. As we explore our options for increasing library hours, we wondered if volunteers would be able to staff the

desk and check books in and out. Hannah will check with Sarah to see if this is possible.

- Hannah needs more volunteers for turning the eggs in the incubator for the summer program. Jill, Phyllis, and Julie volunteered to help, and Hannah will let them know the specific times their help is needed.
- Vacation: Hannah has one week of vacation left in her 'employee year' (Sept – August, based on her start work date). Remus made a motion that five days (20 hours) of Paid Time Off (PTO) be able to be carried forward each year. Joanne seconded the motion, and it passed unanimously.
- Program Cancellation Policy: Hannah will cancel programs if there are not at least three people that have called or emailed her to confirm they will attend a program. In addition to posting the cancellation on Facebook, she will try to email attendees.
- Garden Hose: Bob bought a new nozzle for the hose.
- Library Book Shelves: Hannah reported that some of the book shelves are bending under the weight of the books, and will need to be replaced. The Children's section is most immediately in need of repair.
- Google Phone for Hannah: Hannah created a Google Voice phone number that will forward all calls to her personal phone. People can call 518-306-1039 and calls and messages will be forward to her phone. She has posted this number on the library website.

### **Old Business**

- Strategic Plan: Only two of the 'Ask' questionnaires have been completed so far. All board members should try to get some more questionnaires filled out. The first meeting for the Strategic Plan Committee is July 25 at 5:00PM. Julie will check with Carol to make sure that time works for her.
- Sill Replacement: Peter will start work on replacing the sills in about four weeks (about mid-August).
- Construction Grant: Rick is waiting to hear back from Peter about a final bid, and is waiting on Herb to set up a meeting to re-look at the bathroom so he can finalize his bid. We discussed whether to advertise for more contractors, but decided we had sufficient bids with reliable contractors already. We received \$14,782 from the NYS Construction Grant (90% of the 75% projected costs), and the grant for the remaining cost has been submitted to the Washington County Home for Aged Women. We should hear from them before the end of August. Rick will manage this construction project, and Julie will prepare and submit the required reports.

- Book Sale – see Treasurer’s Report
- Book Donation Policy: H Library Book Shelves: Hannah reported that some of the book shelves are bending under the weight of the books, and will need to be replaced. The Children’s section is most immediately in need of repair.
- Book Donation Policy: Hannah has drafted the policy, and will revise it per the discussion, as summarized below:
  - One day/month (1<sup>st</sup> Saturday of the month) will be set aside for people to bring in donated books
  - Volunteers will sort the books that same day. Martha, Joanne, Jill and Phyllis volunteered to sort on August 5. They will come to the library about noon to start sorting.
  - Hannah will publicize this change.
- Museum Passes: MiSci donated several free passes to the library. Hannah handed out some during the Summer Program Kick-off event, and will continue to hand them out to interested patrons. Jill checked with the Glens Falls Children’s Museum.. It will cost \$100 for a pass that’s accepted in several area museums, and is good for one year from the purchase date. Joanne made a motion to approve this purchase, Jill seconded it, and it passed unanimously.

**New/Other Business:**

- Accident Procedure – see above
- Board Meeting Cancellations: Board meetings should be cancelled only if there will not be a quorum or there is no power at the library. If it is not clear if a quorum (five board members) will be present, the president or vice-president will send an email requesting each member to respond whether or not they will be able to attend. If a board meeting must be cancelled, either the president or vice-president will e-mail all board members, with the following exceptions:
  - Martha needs a phone call, not e-mail, for both the question about attending and the cancellation notice
  - Hannah needs a phone call if the cancellation is less than one hour from the start time of the meeting.
- Train library staff in use of NARCAN: Due to the increasing drug problem, the question was raised about training the staff on the use of Narcan for drug overdoses. The purchase and training of a defibrillator was also discussed, as well as the potential liability. The Board decided to postpone a decision on these pending more research.
- Library Programs:
  - Phyllis is coordinating with Elna about dates for her to talk about the

books she's authored. September dates are probable, and due to the expected number of attendees, we may need a larger room – possibly the church or firehouse.

- Joseph Cutshall King, a local historian, may also be interested in leading a program.

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.

- August 14
- September 11

The meeting was adjourned at 9:06 PM.

Respectfully submitted,  
Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
??	7/17/17: check with Joseph Cutshall King re a program on local history	
Phyllis	7/17/17: continue coordination with Elna about a program to discuss her books	
Hannah	7/17/17: draft job descriptions & pay scales for each	
Hannah	7/17/17: check with Sarah to see if volunteers can check books in and out	
Julie	7/17/17: check with Carol Kuhr to see if the planned 7/25 date for the SP Committee works for her	7/18/17: complete
Julie	7/17/17: move prom gowns from her home to bank	
??	7/17/17: need to consider repair/replacement of some book shelves that are bowing under the weight of the books	
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	7/17/17: open

Action Items		
Person Responsible	Task	Status / Notes
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	7/17/17: open
Hannah	6/12/17: prepare a Program Attendance & Cancellation Policy after the Strategic Plan is complete	7/17/17: see minutes for approach, policy needs to be documented
Rick	6/12/17: get final bids from contractors for the bathroom renovation	7/17/17: in progress
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	7/17/17: open
Hannah	6/12/17: new Book Donation policy	7/17/17: revise in accordance with discussion
Hannah	6/12/17: do a performance evaluation for the library staff	7/17/17: waiting on approved job descriptions & pay scales
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	7/17/17: started
Remus Phyllis	5/8/17: contact Sarah Dallas and Kim McLean about letters of recommendation for the 'Best Small Library' grant application	7/17/17: 1 <sup>st</sup> draft of Schubert grant application is in progress, will put on podkeeper; not doing the 'Best Small Library' application this year 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	7/17/17: completed; will purchase GF Children's museum pass 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

Action Items		
Person Responsible	Task	Status / Notes
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	7/17/17: Quicken & wi-fi stick have been purchased; goal is for Jill to take over treasurer duties after August meeting 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	7/17/17: 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.	7/17/17: start date in about 4 weeks (mid-August) 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	7/17/17: 1 <sup>st</sup> meeting of Strategic Plan committee scheduled for July 25 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).	7/17/17: topic for SP Committee 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.	7/17/17: topic for SP Committee 1/16/17: carried over to February meeting 12/12/16: carried over to January 2017

Action Items		
Person Responsible	Task	Status / Notes
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

DRAFT

**ARGYLE FREE LIBRARY  
TRUSTEES MEETING  
July 17, 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

- Staff Librarian Job Description
- Egg and Incubator Care
- Vacation Time
- TED talks
- Hose Incident/Situation
- 

Old Business

- Strategic Plan
- Bathroom Construction Grant (Next Steps) and Replacement of Sills
- Book Sale Recap
- Book Donation Policy
- Museum Passes

New/Other Business

- Accident Procedure
- Meeting Cancellation Protocol

Action Item Reviews

Date of Next Meeting

Adjournment



## Treasurer's Report June 2017

7/16/2017

Net Worth - As of 7/16/2017  
(Includes unrealized gains)

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Account	7/16/2017 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
GF National Bank-Cash Checking	49,851.16
GF National CD's-Multi-Year Redemption	60,000.00
Petty Cash	-9.99
<b>TOTAL Cash and Bank Accounts</b>	<b>109,841.17</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>149,841.17</b>
<b>LIABILITIES</b>	
	0.00
<b>OVERALL TOTAL</b>	<b>149,841.17</b>

*because  
moved to  
ckg*

### AFL Certificates of Deposit GF National Bank

May 20, 2017

<u>Amount</u>	<u>Issue Date</u>	<u>Maturity Date</u>	<u>Term</u>	<u>% Rate</u>
25,000	8-Jul-15	8-Jul-18	36 M	0.40%
10,000	7-Jun-16	7-Jun-19	36 M	0.40%
10,000	19-May-17	19-May-20	36 M	0.50%
15,000	20-May-16	20-May-21	60 M	1.00%

\$60,000

**2017 Budget to Actual - Year to Date**  
1/1/2017 through 7/16/2017 Using AFL 2017 Budget

7/16/2017

Category	1/1/2017 Actual	- Budget	7/16/2017 Difference
<b>INCOME</b>	<b>35,299</b>	<b>33,953</b>	<b>1,346</b>
Copies-Copier & Computer Printing	239	195	43
Dividends	148	150	-2
Fines	364	482	-118
Interest Received	0	400	-400
Major Revenue	<b>33,398</b>	<b>32,725</b>	<b>673</b>
Argyle Town	10,000	10,000	0
Book sales	546	300	246
Donations-Fund Raising & Gifts	1,531	1,159	372
Grants	19,782	20,750	-968
Memorials	1,539	0	1,539
New York State-SALS	0	516	-516
Other Inc, Bus	625	0	625
<b>EXPENSES</b>	<b>39,485</b>	<b>45,436</b>	<b>5,951</b>
Equipment	763	1,049	286
Major Library	<b>3,635</b>	<b>5,101</b>	<b>1,466</b>
Books	2,526	4,176	1,650
Digital Data	744	550	-194
Subscriptions-Magazines	366	375	9
Payroll Services	217	0	-217
Program Events	<b>1,554</b>	<b>2,011</b>	<b>457</b>
Special Programs	164	661	497
Summer Prog	1,390	1,350	-40
Service Charges (SALS)	1,326	1,381	56
Bus. Insurance	478	1,251	773
Business Tax	5,489	6,829	1,340
Office	781	339	-442
Postage and Delivery	707	486	-220
Printing and Reproduction	23	323	300
Repairs & Maint	1,663	1,574	-89
Supplies, Bus-Supplies	289	396	107
Utilities, Bus	<b>2,850</b>	<b>2,860</b>	<b>10</b>
Electrical Service	1,485	1,500	15
Heating Oil	806	800	-6
Telephone	560	560	0
Wages	19,185	21,836	2,651
<b>Net Difference:</b>	<b>-4,186</b>	<b>-11,483</b>	<b>7,297</b>