

# Minutes of the Argyle Free Library Board of Trustees

November 12, 2018

The meeting was called to order at 6:35 PM by Martha Johnson, President.

Members present: Martha Johnson, Joanne McDowell, Julie Gann, Jill Hamilton, Sandy Smith, Phyllis Snell, and Bob Webster.

Adah DeRosier, Library Director, and Carol Kuhr, President of the Friends of the Library, also attended.

## Minutes of Last Meeting:

Minutes of our October meeting were reviewed and approved with one typo to be corrected. Bob motioned to approve them with the noted correction, Sandy seconded, and the vote was unanimous.

## Board Calendar:

Some changes were noted to the Board's Calendar of Events. Julie will make those changes and post the updated version to PodKeeper.

## Treasurer's Report:

Jill reviewed the financial reports, which are included as Attachment 2 to these minutes.

## Library Director Report:

Adah reviewed the October circulation reports. She also reported that the new patron counter is installed and working. Pat and Sue are recording the numbers on the paper version of the spreadsheet. Their computer training is planned to start in December. Adah is also updating the library website, modernizing the look and ensuring the information is current. She is planning several new programs for kids, teens and adults. Sue will assist in some of the children's programs. These programs will be publicized in local newspapers, social media, and in the e-newsletter that Adah is starting. Adah and board members are to come up with some ideas for signage that can be placed outside the library to advertise upcoming events – what to use and where to place it. Adah has submitted an application for a LARAC grant for programs to be conducted during the 2019 calendar year. She has also found a desk for herself that will fit in the space where the children's area used to be. The board approved funding for the desk and chair. The school's art club will start the children's bookshelf mural after they complete the project they're currently working on.

## Committee Reports

- **Friends of the Library:** Carol attended the NYLA conference. She heard about some fundraising ideas that sounded workable for our library. The FOL have planned a program for the kindergarteners on November 16, and needs \$100 for materials. Jill motioned to approve the \$100, Joanne seconded the motion, and it passed unanimously. Because the first batch of library bags sold out, Carol also requested up to \$500 to purchase another set of them. Jill made a motion to approve this request, Sandy seconded the motion, and it passed unanimously. Carol also stated that the next meeting of the FOL will be Wednesday, November 14 where the new bylaws for the FOL will be presented for approval.

- **Personnel Committee:** The Personnel Committee will draft the goals for Adah's six-month review. We discussed Christmas bonuses for the library staff. Joanne motioned to approved the Christmas bonus plan, Phyllis seconded the motion, and it passed unanimously.
- **Strategic Planning Committee:** The Board was sent the current draft version of the strategic plan. The SP Committee also sent Erica Freudenberger (SALS) a copy for her comments. The Board approved sending the Strategic Plan to the community for their inputs before finalizing the plan. Bob also suggested that, three years from now, we do a review of where we stand in regard to the plan.
- **Building/Maintenance Committee:** Jim has completed the critical tasks to get the building ready for winter, including fixing the blocked vents in the attic so we have the proper air circulation. When spring arrives, he will check to see why the inside paint is peeling. Another important spring task is the rotting corner post. The rot is in the one main post which connects the oldest part of the library to the second oldest part of the library AND the rot goes across the ceiling over to the main desk. Once that is fixed then he will check to see why the inside paint is peeling, see about fixing whatever is causing that problem, then perhaps finish painting the inside of the library. The wheelchair ramp is another potential project. Wheelchairs cannot turn to get in the door easily. Secondary problems include that the ramp is difficult to shovel and the ramp does not match the building. We have this historic looking building with a modern looking ramp. We could consider getting a push button to automatically open the door for people. This would be nice for delivery people also. Jim has materials we can use, if we decide to do this project.

## Old Business

- **Fundraising Letter:** Minor edits were made to the fundraising letter. Martha will finalize the letter and send it to Jill. Jill will put the letter on our letterhead and work with the school to make copies and see if we can use their permit to mail them. Bob will order the pre-printed envelopes from Glens Falls Printing Company located in Hudson Falls. Board members will meet at the library on Sunday, November 25 to stuff the envelopes.
- **Budget:** We will postpone final discussion/approval of the budget until our December meeting. This will allow us to hear the town's decision on their 2019 contribution to the library.
- **Financial Review:** Martha left a message with Mr. McCarthy, a CPA in Glens Falls. She will follow up with him to see if he will do our financial review.
- **Computer Use Policy:** The revised policy was discussed, and final changes were noted. Julie will make those changes and send the approved policy to Adah to post on our website.
- **Building Use Policy:** The revised policy was discussed, and final changes were noted. Phyllis will make those changes and send the approved policy to Julie so she can maintain the complete list of all approved policies.
- **Paid Time Off Policy:** Joanne will check out the legal requirements for jury duty, Julie will review other libraries PTO policies, and all Board members are to review the draft PTO policy.

We will discuss how to revise the policy at the next Board meeting.

- **Book Donation Policy:** We agreed the book donation policy needs to be re-written to be more ‘patron friendly’, while still including some restrictions to donated items and drop-off times. After some discussion, the board agreed that donated books can be dropped off anytime during the months of May and June, but only during those months due to the labor required to sort and carry them upstairs. Joanne agreed to draft an updated Book Donation policy, and Julie will send her a copy of the current policy.

**New Business:**

- **Patron Counter:** As mentioned in the Library Director’s report, the patron counter has been installed.
- **Trustee Orientation:** Martha attended SALS’s Trustee Orientation meeting. It was very informative, and one of the items mentioned is that Board members may not want to use their personal e-mail for library business. Adah will assist any board member who wants help in setting up a new library e-mail account.

**Other Business:**

- **Snow Plowing:** Jill is still working on getting someone to do the snow removal for the library.

The meeting was adjourned at 9:15 PM, per a motion made by Joanne, seconded by Julie, and unanimously agreed to by the Board.

The next meeting will be held at 6:30 PM on December 10, 2018. Please note the new time!

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	/Task	Status / Notes
Joanne	11/15/18: draft a new Book Donation Policy	
Joanne	11/12/18: PTO Policy – check out legal requirements for jury duty	
Julie	11/12/18: check out other libraries PTO policies	
All	11/12/18: review the proposed budget in prep for December meeting	
Personnel Committee	11/12/18: draft goals for the Library Director’s 6-month review. Use the Strategic Plan as a starting point for the goals.	
Adah	11/12/18: buy library desk & chair for her use	

Action Items		
Person Responsible	Task	Status / Notes
All	11/12/18: ideas for signage outside library to advertise upcoming programs & events	
All	10/8/18: come up with ideas for the protocol for correspondence from the board	
All	10/8/18: review draft PTO policy, send ideas for changes to all via e-mail for discussion at December Board meeting	11/12/18: postponed to December's meeting
Phyllis	11/12/18: make changes noted during November's meeting, send to Julie 10/8/18: send proposed changes to Building Use Policy to all board members	11/12/18: make noted changes 10/11/18: e-mailed to board, ready for their review & approval
Martha	10/8/18: follow up on finding someone to do our financial review	
Bob	10/8/18: check with Ron Black about free copier paper from school	
All	9/11/18: consider including cost of repainting interior of library in 2019 budget	11/12/18: is a potential grant project 10/29 budget meeting – was this included?
LD, Julie	8/13/18: work the school to get volunteers to transfer the digitized yearbooks to the internet	10/8/18: low priority
LD - Adah	8/13/18: give away extra copies of Argyle map during a relevant program, perhaps on Argyle's history	Time and program specifics are TBD, not a high priority; maybe as bingo prizes
Joanne, Julie	6/11/18: listen to SAL's Disaster Planning webinar <a href="http://www.nyla.org">www.nyla.org</a> ; 6/26/18 newsletter has link to webinar	7/8/18: link to webinar: <a href="https://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&amp;DocID=2545&amp;MenuKey=career">https://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&amp;DocID=2545&amp;MenuKey=career</a>
TBD	6/11/18: Repair Café program	10/8/18: low priority
Jill	6/11/18: check with Ethan Henderson about doing our snow removal this coming winter	10/8/18: still working on getting quotes
Martha	6/11/18: find someone to do a financial audit for us	10/8/18: Martha will check with people on SALS list 8/13/18: Joanne will check with Wes Clark 7/9/18: Tara Nolan is no longer doing this. Martha is checking with Rosemary Kingsley
Jill	5/14/18: put the procedure for doing mass mailings on PodKeeper.	10/8/18: is on Jill's computer
All	5/14/18: write a Whistleblower Policy, as required by the Trustees Handbook	5/14/18: wait until the Strategic Plan is completed
All	5/14/18: review all policies after the Strategic Plan is completed; prepare an alternate Public	See Martha's 3/29/18 e-mail

Action Items		
Person Responsible	Task	Status / Notes
	Statements Policy	
Hannah	5/14/18: have Sue and Pat start a list of e-mail addresses of library patrons that we can use to help publicize library events	10/8/18: Adah has started
Joanne	7/17/17: check with Joseph Cutshall King re a program on local history	10/8/18: low priority 5/14/18: will talk with him 12/11/17: follow up on this later
Adah	3/12/18: prepare and maintain an inventory of non-book items for insurance and replacement purposes in the event of a disaster.	5/14/18: will do after attic clean-up; taking pictures is sufficient
Martha	3/12/18: prepare an alternate Public Statements Policy for review and discussion at the April Board meeting	5/14/18: review all policies after Strategic Plan is completed 3/29/18: see Martha's e-mail
All	11/12/18: do a review of the 5 Year Strategic Plan in 3 years (do in January 2021) to see where we stand	

Argyle Free Library  
Trustees Meeting Agenda  
November 12, 2018

Call to Order

Minutes of Last Meeting

Board Calendar

Treasurer's Report

Director's Report

Committee Reports

- Friends of the Library
- Personnel committee
- Strategic Planning Committee
- Building Committee

Old Business

- Fundraising letter
- 2019 budget
- Financial review
- Computer Use Policy
- Building Use Policy
- Paid Time Off Policy
- Book Donation Policy

New Business

- Patron counter
- Trustee Orientation

Other Business

Action items

Date of Next Meeting

Adjournment

## Treasurer's Report November 2018

### Account Balances - As of 11/5/2018 (Includes unrealized gains)

Account	11/5/2018 Balance
<b>Bank Accounts</b>	
Friends' GFN	4,867.79
GF National Bank-Cash Checking	63,588.90
GF National CD's-Multi-Year Redemption	60,000.00
<b>TOTAL Bank Accounts</b>	<b>128,456.69</b>
<b>Cash Accounts</b>	
Petty Cash	0.81
<b>TOTAL Cash Accounts</b>	<b>0.81</b>
<b>Asset Accounts</b>	
Library Bldg	40,000.00
<b>TOTAL Asset Accounts</b>	<b>40,000.00</b>
<b>OVERALL TOTAL</b>	<b>168,457.50</b>

## 2018 Budget to Actual - Current Year

1/1/2018 through 12/31/2018 Using 2018 Budget

Category	Actual	2018 Budget	Difference
<b>INCOME</b>	<b>90,718</b>	<b>102,048</b>	<b>-11,330</b>
Copies-Copier & Computer Printing	457	300	157
Dividends	230	130	100
Fines	533	777	-244
Interest Received	0	415	-415
Major Revenue	<b>81,035</b>	<b>99,926</b>	<b>-18,891</b>
Argyle School District	59,780	59,780	0
Argyle Town	11,000	11,000	0
Argyle Village	500	500	0
Book sales	429	300	129
Donations-Fund Raising & Gifts	2,405	5,000	-2,595
Grants	4,787	21,116	-16,349
New York State-SALS	1,418	2,250	-832
Other Inc, Bus	2,688	500	2,188
Friends' GFN	4,648	0	4,648
<b>EXPENSES</b>	<b>82,448</b>	<b>102,048</b>	<b>19,600</b>
Uncategorized	11	0	-11
Donations	125	0	-125
Equipment	1,955	775	-1,180
Friends Expense	535	0	-535
Grant Dollars Used	987	0	-987
Major Library	<b>3,130</b>	<b>4,150</b>	<b>1,020</b>
Books	1,920	3,000	1,080
Digital Data	992	900	-92
Subscriptions-Magazines	219	250	31
Membership Fees	180	400	240
Payroll Services	90	225	135
Program Events	<b>855</b>	<b>1,500</b>	<b>645</b>
Special Programs	33	600	567
Summer Prog	822	900	78
Renovation	21,900	21,900	0
Service Charges (SALS)	2,145	2,680	515
Bus. Insurance	2,648	2,550	-98
Business Tax	10,075	11,732	1,657
Employee Benefit, Business-Employee B...	0	300	300
Other Employee Benefit, Business-Em...	0	300	300
Legal-Prof Fees	0	275	275
Postage and Delivery	258	1,257	1,001
Printing and Reproduction	127	373	246
Repairs & Maint	2,105	1,800	-305
Supplies, Bus-Supplies	939	1,025	86
Travel, Bus-Business Travel Expense	0	300	300
Utilities, Bus	<b>2,674</b>	<b>3,570</b>	<b>896</b>
Electrical Service	1,132	1,600	468
Heating Oil	980	1,400	420
Telephone	562	570	8
Wages	30,908	47,258	16,350
<b>Net Difference:</b>	<b>8,270</b>	<b>0</b>	<b>8,270</b>



## Director's Report: November 2018

### 1. General Updates:

-circ stats for October: Including transfers: 603 items with 697 circs

Without: 465 items with 532 circs

-patron counter is working well and all numbers are being recorded each day on spreadsheet

-pushed Sue and Pat's training start-date to December since I won't be here for week in November

-minor updates to library website but plotting a theme overhaul

-looking into using Canva or AdobeSpark for monthly newsletter (leaning towards Canva and can use professional add-ons for free as non-profit)

-new programs for December

-LARAC grant turned in and compiled list of upcoming grants to continue looking into and apply for

-still trying to settle on a start date for bookshelf murals with P. Bartow (waiting to hear back from her)

-compiling contact list of local businesses for outreach

-Sue assisting with programming

-desk and rearrangement of items on shelf – go ahead?

### 2. Upcoming Programs:

-Visit with the kindergartners on November 16<sup>th</sup> from 12:30 – 1:45pm

-Dementia: Caregiving and the Holidays on November 27<sup>th</sup> from 2-3pm

-Crafty Kids: Nebula Jars on November 30<sup>th</sup> from 5-6pm