

Minutes of the Argyle Free Library Board of Trustees

December 10, 2018

The meeting was called to order at 6:34 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 November meeting were reviewed. Phyllis motioned to approve them, Sandy seconded, and the vote was unanimous.

Board Calendar:

Per the board calendar, Julie will post a notice of the Board's Annual Meeting in January in the local papers and Front Porch Forum.

Treasurer's Report:

Jill reviewed the financial reports, which are included as Attachment 2 to these minutes. She is still working on finalizing the paperwork required for direct deposit of employee wages. The additional set of tote bags that the FOL ordered was \$72 more than the previously approved \$500, due to the rush order.

Library Director Report:

Adah reviewed the November circulation reports. See Attachment 3 to these minutes for her complete report. She reviewed the results of the patron counter, noting that Tuesday and Thursday evenings have significantly lower patronage than other times the library is open. Adah would like to have a movie program for both adults and children. The copyright license for showing movies is \$294 per year, for September through August. She thinks this would be prorated for January – August (3/4 of a year, for \$216), and will follow-up on this. The computer training for Sue and Pat is going well. They're learning more about e-mail, including how to send attachments and using contact lists. Adah has several programs planned for December and January, and will publicize them in the papers, FPF, and on bookmarks.

New York State has added a requirement that all staff and trustees attend a state-approved sexual harassment training course during 2019. SALS has a training course that would be \$1,000. Joanne said that the village and town boards are also required to take the same training, and she thinks we can attend that training at no charge. Joanne will follow up on this.

Adah will apply for a grant for adult learners that will focus on materials and services for adult learners, and include community partnerships to encourage adult learners. She will also complete the purchases for the SALS Challenge grant by buying bean bag chairs with the remaining grant monies.

Her desk and chair cannot be paid for with those grant monies.

Committee Reports

- **Friends of the Library:** Mary Lou is donating the painting she made for the tote bags to the library. The tote bag sale will be this Saturday (12/15) from 10 – 1. Carol checked out possible signs to use to advertise library events. A sign with removable letters costs about \$160. The FOL's next meeting is in the spring, so Carol is trying to see if there is a way to purchase it before then
- **Personnel Committee:** No action needed.
- **Strategic Planning Committee:** The Committee has a plan and schedule for distributing the draft plan to the community. The plan will be available, both hardcopy and softcopy, in early January. Comments are to be sent to Adah no later than January 17. The Committee will meet after that to review the comments and finalize the plan.
- **Building/Maintenance Committee:** Some roof slates are missing. Bob will coordinate with Bodkin Roofing to find matching slates and do the repairs, probably in the spring. Jim has used all the hours allocated for him in 2018.

Old Business

- **2019 Budget:** The 2019 budget discussed in our October meeting was reviewed, and determined that no changes were needed. Bob motioned to accept the budget, Joanne seconded the motion, and it passed unanimously.
- **Financial Review:** Martha got an estimate on \$3,000 from Mr. McCarthy, a CPA in Glens Falls to do our financial review. This is significantly more than we anticipated, so she will follow up with him to make sure that he is not planning a more extensive review than we need. Martha will also check with other local libraries to see who they use for their financial reviews.
- **Paid Time Off Policy:** We should keep the PTO policy as simple as possible. Julie did check other libraries PTO policies. Many libraries did not have such a policy, and those that did were more complex than we need. Julie will make changes to the draft policy that include:
 1. One week's advance notice to the board for PTO (if possible)
 2. Emergencies will be handled on a case-by-case basis
 3. Salaried staff (currently only the Library Director) get three weeks PTO per year, two weeks can be carried over to the next year up to a maximum of 5 weeks accrued PTO. Jill will need to determine how to track PTO, possibly modifying timesheets to note PTO used.
 4. Only salaried staff receive PTO.
 5. Remove jury duty from PTO policy. Joanne is researching any state requirements so we will be aware of them when the occasion arises.

- **Book Donation Policy:** We discussed this in our November meeting, and 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. This will be a topic for January’s meeting.

New Business:

- **Minimum Wage:** Mary Lou was making a little less than the required minimum wage during 2018. Jill will talk to Linda about cutting her a check for back pay (\$0.07/hour for all 2018 hours).
- **Donation Letter:** Mailings Made Easy should have the donation letters in the mail very soon.

Other Business: None

The meeting was adjourned at 8:40 PM, per a motion made by Joanne, seconded by Sandy, and unanimously agreed to by the Board.

The next meeting will be held at 6:30 PM on January 14, 2019. Please note the new time!

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Jill	12/10/18: correction to Mary Lou for under payment of wages	
Building Comm	12/10/18: replace missing slates (Bodkin Roofing?) sometime in Spring 2019	
Joanne	12/10/18: follow up on library staff & trustees taking the sexual harassment training with the Argyle town & village boards	
Joanne	11/12/18: draft a new Book Donation Policy	12/10/18: have draft ready for January meeting
Joanne	11/12/18: PTO Policy – check out legal requirements for jury duty	12/10/18: don’t include jury duty in PTO policy
Julie	12/10/18: make PTO policy changes IAW December meeting’s discussion 11/12/18: check out other libraries PTO policies	12/5/18: did check out other libraries PTO policies

Action Items		
Person Responsible	Task	Status / Notes
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.	12/10/18: start date was 9/10/18, so 6-month review is due 3/10/18
Adah	11/12/18: buy library desk & chair for her use	
All	11/12/18: ideas for signage outside library to advertise upcoming programs & events	12/10/18: Carol found sign, looking for a way to purchase before next FOL meeting
All	10/8/18: come up with ideas for the protocol for correspondence from the board	12/10/18: TBD
Martha	10/8/18: follow up on finding someone to do our financial review	12/10/18: will follow up with Mr. McCarthy and local libraries
Bob	10/8/18: check with Ron Black about free copier paper from school	12/10/18: waiting for appointment of new Business Manager at school
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
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	12/10/19: done – Jordan Dennis will do, \$65/visit
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 Statements Policy	See Martha's 3/29/18 e-mail
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
December 10, 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

- 2019 budget
- Financial review
- Paid Time Off Policy
- Book Donation Policy

New Business

Action Items

Other Business

- Homework assignment pp 62-76 in 2018 edition of the Handbook for Library Trustees of NYS

Date of Next Meeting

Adjournment

Treasurer's Report December 2018

Account Balances - As of 12/4/2018 (Includes unrealized gains)

Account	12/4/2018 Balance
Bank Accounts	
Friends' GFN	4,867.79
GF National Bank-Cash Checking	58,775.20
GF National CD's-Multi-Year Redemption	60,000.00
TOTAL Bank Accounts	123,642.99
Cash Accounts	
Petty Cash	115.88
TOTAL Cash Accounts	115.88
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	163,758.87

2018 Budget to Actual - Current Year
1/1/2018 through 12/31/2018 Using 2018 Budget

12/4/2018

Category	Actual	2018 Budget	Difference
INCOME	91,622	102,048	-10,426
Copies-Copier & Computer Printing	500	300	200
Dividends	230	130	100
Fines	574	777	-203
Interest Received	0	415	-415
Major Revenue	81,855	99,926	-18,071
Argyle School District	59,760	59,760	0
Argyle Town	11,000	11,000	0
Argyle Village	500	500	0
Book sales	429	300	129
Donations-Fund Raising & Gifts	3,226	5,000	-1,775
Grants	4,767	21,116	-16,349
New York State-SALS	1,418	2,250	-832
Other Inc. Bus	2,668	500	2,168
Friends' GFN	4,648	0	4,648
EXPENSES	88,051	102,048	13,997
Uncategorized	11	0	-11
Donations	125	0	-125
Equipment	2,034	775	-1,259
Friends Expense	535	0	-535
Grant Dollars Used	967	0	-967
Major Library	3,559	4,150	591
Books	2,287	3,000	713
Digital Data	1,040	900	-140
Subscriptions-Magazines	219	250	31
Other Major Library	13	0	-13
Membership Fees	160	400	240
Payroll Services	90	225	135
Program Events	938	1,500	562
Special Programs	117	600	483
Summer Prog	822	900	78
Renovation	21,900	21,900	0
Service Charges (SALS)	2,344	2,660	316
Bus. Insurance	2,648	2,550	-98
Business Tax	10,075	11,732	1,657
Employee Benefit, Business-Employee ...	0	300	300
Other Employee Benefit, Business-E...	0	300	300
Legal-Prof Fees	0	275	275
Postage and Delivery	256	1,257	1,001
Printing and Reproduction	127	373	246
Repairs & Maint	2,105	1,800	-305
Supplies, Bus-Supplies	1,124	1,025	-99
Travel, Bus-Business Travel Expense	0	300	300
Utilities, Bus	3,074	3,570	496
Electrical Service	1,132	1,600	468
Heating Oil	1,380	1,400	20
Telephone	562	570	8
Wages	35,134	47,256	12,122

Director's Report: December 2018

1. General Updates:

-circ stats for November: 610 items with 701 circs (what was actually circulated at our library by the library that the item came from and the material type)

473 items with 554 circs (items circulated from AFL's collection regardless of where the items were checked out)

-patron counter stats

-programs for January 2019

-tech training with Pat & Sue update

-movie copyright (\$294 but prorated for this year)

-sexual harassment training with SALS – before 10/20/19

-café use policy?

-upcoming grant (The American Dream Literary Initiative \$10,000 to develop collections and services for adult learners and/or expand existing programs, add services and foster community partnerships)

-Challenge grant stipulations for "teen center" and desk/chair complications

-bookmarks/newsletter/book of the week - (An Unwanted Guest by Shari Lapena)

2. Upcoming Programs:

-Mason Jar Snow Globes 12/14 @12pm

-Holiday Story Time 12/15 @ 11am

-Adult Coloring @ 12:30PM

-Crafty Kids: Paint + Sip 12/21 @5pm

-Downton Abbey Tea Party 12/27 @11:30 AM