

Minutes of the Argyle Free Library Board of Trustees

January 14, 2019

The meeting was called to order at 6:30 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 December meeting were reviewed. Sandy motioned to approve them with one change needed about the building committee, Joanne seconded, and the vote was unanimous. We also discussed the fact that, although the meeting notice was sent to the Post Star, Chronicle, Free Press, and Greenwich Journal, it was not published in either the Chronicle or the Post Star. Julie will follow up with the Chronicle, and Joanne will check with Bob Henke who works for the Post Star.

Board Calendar:

Julie will update the Board calendar to remove the redundant line about the SALS Annual Report. She will add items to reflect the requirement to nominate candidates for Board officers in December, to get the septic system pumped at least once every ten years, and to buy new computers to replace those SALS will no longer support.

Treasurer's Report:

Jill reviewed the financial reports, which are included as Attachment 2 to these minutes. She has completed the paper work for direct deposit of employee wages for those who wanted it (Adah & Jim). We received about \$3,000 in donations during December. Taxes with a View finally completed the Library's taxes for 2017, and will pay any penalties incurred for late filing. Taxes with a View only charges a minimal fee (\$10/month) for doing our payroll and taxes, but there have been some issues with them. Joanne will check for an alternate person/company to do our payroll and taxes.

Library Director Report:

See Attachment 3 to these minutes for the complete Library Director report. Adah reviewed the December circulation reports. She reviewed the programs she has planned for February. The computer training for Sue and Pat is going well. They have one more lesson planned for advanced e-mail topics. She has a new volunteer who will be doing 30 hours of community service at the library.

Adah has applied for two Walmart grants. She did win a LARAC grant, and will receive \$1600 for three programs in 2019.

Adah has gotten a nomination from SALS for our library to participate in the Fresh Food Collective Program. This will start in the spring. The library will receive a small refrigerator and fresh vegetables every week for distribution to people in our community.

Committee Reports

- **Friends of the Library:** The Friends sold \$210 worth of tote bags during their November sale. There are 36 bags left, which they plan to sell during their May plant sale.
- **Personnel Committee:** No action needed.
- **Strategic Planning Committee:** The final draft of the Strategic Plan was distributed to the community for their review in early January, with comments due back by January 17. Three people have submitted comments to date. The Committee will meet on January 31 to address the comments and finalize the plan.
- **Building/Maintenance Committee:** A backup in the septic line caused the toilet backup, so Morningstar came to pump the septic. They found two 90° elbows in the line to the septic, and the drainage pipes are sagging a bit, so some work needs to be done in the spring for a permanent fix. This is the number one priority. The second priority, once the weather gets warmer, is to fix the rotting beam. Bob is talking with Bodkin roofers to check out the slates on the roof – no time has been set yet for that checkout.

Old Business

- **Book Donation Policy:** Joanne, Martha, and Adah will work on an updated policy.
- **Financial Review:** Martha got an estimate of \$3,000 - \$5,000 to do our financial review. This is significantly more than we anticipated, so she will talk with others to try to find another firm that will do it for a bit less. Bob will check with RSVP to see if they have any volunteers with accounting experience who might be able to help.
- **Sexual Harassment Training:** Joanne talked with a member of the Village Board who will follow-up with the County Board about their sexual harassment training requirements, to ensure that their training will meet our requirements. That training is currently expected to take place later in the year, probably in the August – October timeframe

New Business:

- **Appoint New Trustees & Elect Officers:** Sandy agreed to stay on as trustee for a full three-year term, which will end January 2021. The current slate of officers was nominated for 2019

by Sandy and seconded by Phyllis. The vote was unanimous to keep the 2018 slate of officers for 2019.

Other Business:

- **Library Website:** Adah will post the 2018 and 2019 budgets on the website. She will also clean up the ‘news’ section of the website.
- **2019 Meeting Dates:** The 2019 Board of Trustees meeting dates will be on the 2nd Monday of each month at 6:30, unless noted otherwise. Joanne motioned that the following dates be set for 2019, Sandy seconded the motion, and it passed unanimously.

February 11	June 10	October 14
March 11	July 8	November 11
April 8	August 12	December 9
May 13	September 9	

Adah will put these dates on the website, and Julie will publish them in the media.

The meeting was adjourned at 8:45 PM, per a motion made by Julie, seconded by Jill, and unanimously agreed to by the Board.

Respectfully submitted,
Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Bob	1/14/19: check with RSVP for volunteer to do our financial review	
Joanne	1/14/19: check for alternatives to Taxes with a View for the Library’s payroll and taxes	
Joanne, Julie	1/14/19: check with Chronicle and Post Star re meeting notice not being published.	
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	1/14/19: training probably sometime around Aug – Oct 2019

Action Items		
Person Responsible	Task	Status / Notes
Joanne, Martha, Adah	11/12/18: draft a new Book Donation Policy	1/14/19: Martha & Ada will work with Joanne on updating the 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
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

Action Items		
Person Responsible	Task	Status / Notes
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
January 14, 2019

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

- Book Donation Policy
- Financial review
- Sexual harassment training

New Business

- Appoint new trustees and elect officers

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 January 2019

Account Balances - As of 1/6/2019
(Includes unrealized gains)

Account	1/6/2019 Balance
Bank Accounts	
Friends' GFN	4,442.93
GF National Bank-Cash Checking	55,465.72
GF National CD's-Multi-Year Redemption	60,000.00
TOTAL Bank Accounts	119,908.65
 Cash Accounts	
Petty Cash	117.17
TOTAL Cash Accounts	117.17
 Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	160,025.82

1/6/2019

2019 Budget to Actual - 2019
1/1/2019 through 12/31/2019 Using 2019 Budget

Category	Actual	2019 Budget	Difference
INCOME	0	86,103	-86,103
Copies-Copier & Computer Printing	0	360	-360
Dividends	0	200	-200
Fines	0	708	-708
Interest Received	0	40	-40
Major Revenue	0	83,465	-83,465
Argyle School District	0	60,955	-60,955
Argyle Town	0	11,000	-11,000
Argyle Village	0	500	-500
Book sales	0	400	-400
Donations-Fund Raising & Gifts	0	3,210	-3,210
Friends Income	0	1,000	-1,000
Grants	0	5,000	-5,000
New York State-SALS	0	1,400	-1,400
Other Inc, Bus	0	1,330	-1,330
EXPENSES	2,000	86,103	84,103
Donations	0	300	300
Equipment	0	2,400	2,400
Friends Expense	0	1,000	1,000
Major Library	0	4,475	4,475
Books	0	3,000	3,000
Digital Data	0	1,200	1,200
Subscriptions-Magazines	0	275	275
Membership Fees	0	250	250
Payroll Services	0	225	225
Program Events	0	1,100	1,100
Special Programs	0	600	600
Summer Prog	0	500	500
Service Charges (SALS)	0	2,400	2,400
Bus. Insurance	0	2,748	2,748
Business Tax	0	11,784	11,784
Employee Benefit, Business-Employee ...	0	300	300
Other Employee Benefit, Business-E...	0	300	300
Legal-Prof Fees	0	1,275	1,275
Postage and Delivery	0	850	850
Printing and Reproduction	0	250	250
Repairs & Maint	0	3,200	3,200
Supplies, Bus-Supplies	0	1,050	1,050
Travel, Bus-Business Travel Expense	0	1,500	1,500
Utilities, Bus	560	3,770	3,210
Electrical Service	0	1,600	1,600
Heating Oil	0	1,600	1,600
Telephone	560	570	10
Wages	1,440	47,226	45,786
Net Difference:	-2,000	0	-2,000

Director's Report: January 2019

1. General Updates:

-circ stats for December: (working on putting together a graph to chart circ trends)

671 items with 766 circs (what was actually circulated at our library by the library that the item came from and the material type)

483 items with 556 circs (items circulated from AFL's collection regardless of where the items were checked out)

-patron counter stats

-programs for February 2019

-tech training with Pat & Sue update

-applied to two Walmart community grants (each for \$3,000) and received funding via LARAC

-updates to the library with new volunteer/future projects

-Fresh Food Collective program

-art project update

2. Upcoming Programs:

-Board Game Bonanza 1/19 at 12 pm

-Crafty Kids: Masquerade 1/19 at 4pm

-Facebook for Beginners 1/25 at 1pm