

Minutes of the Argyle Free Library Board of Trustees

June 10, 2019

The meeting was called to order at 6:48 PM by Martha Johnson, President.

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

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

Minutes of Last Meeting:

Minutes of our May meeting were reviewed, and two changes were noted. Sandy motioned to approve them with the noted changes, Julie seconded, and the vote was unanimous.

Board Calendar:

The application for the grant from the Home for Aged Women should be here shortly. Adah will check the mail, and let Julie know if it's not here by June 13.

Treasurer's Report:

Jill checked with Dana Clark about doing the library's payroll, but he is not interested. He is checking with someone else who may be interested in the job. She got a refund from the Post Office due to an overcharge for the bulk mailing for the library budget. Jill moved \$25,000 from the checking into a 14-month CD with an interest rate of 2.47%. The \$10,000 CD matured and that money was moved to the checking account.

Jill asked about setting up online banking for the library accounts. After a short discussion on security concerns, Joanne made a motion to approve online banking, and Bob seconded the motion. The motion passed with six in favor and one opposed (due to security concerns). The six in favor were Martha, Joanne, Jill, Julie, Bob and Phyllis. Sandy was opposed.

Jill received a notice from the IRS that the 990 form was not properly filled out. She will check with SALS and/or the IRS to see if they can help. Martha also has a contact that might be able to help with that.

Library Director Report:

See Attachment 3 to these minutes for the complete Library Director report. Adah reviewed the May circulation reports and the programs she has planned for the remainder of June and July. See Attachment 3 for the details of those programs.

More people visited the library in May (probably due to the programs), but book loans were down slightly. The thermal printer has arrived, and Adah will be setting it up this week.

We discussed ideas for tech items to purchase with the Walmart Tech grant funds, including possibly a couple of Fire Tablets or wi-fi hotspots. Adah will check with Jack Scott of SALS to see if he has other ideas, and will also check into breakage/loss policies for any items purchased and loaned to patrons.

Committee Reports

- **Friends of the Library:** Carol reported that the Friends met last week, and their next meeting will be in September. She requested that several expenses be approved for the flower garden in front of the library, summer program expenses, and other items, for a total of \$840. Joanne motioned to approve these expenses, Sandy seconded, and the vote was unanimous.
- **Personnel Committee:** Nothing to report.
- **Building/Maintenance Committee:** The bathroom floor tile that was raised a bit has been fixed, and the septic problem has been fixed. There is still an issue with the toilet seat cover hitting the flush handle – will probably remove the cover to resolve that problem.

Old Business

- **Financial Review:** Bob has not heard back from ACC about an intern to do the review.
- **Bylaws Amendment:** Article VI paragraph 3 of the bylaws were revised to state that the Financial Committee will do an annual review of the financial records. Sandy motioned to accept the revision, Julie seconded the motion, and the vote was unanimous.
- **Financial Policy:** The Financial Policy was revised to state that (1) an independent party will do a financial review once every three years, and (2) the Finance Committee will do an annual review of all financial records. Jill motioned to accept this change, Joanne seconded the motion, and it was approved unanimously. Julie will add the financial review to the Board calendar for April.
- **Sexual Harassment Policy:** Joanne distributed a copy of a draft Sexual Harassment Policy. All board members are to review it and be prepared to discuss at our July meeting.
- **Workplace Violence Policy:** Joanne thinks this policy is also mandatory as part of the Sexual Harassment Policy, but will check with Shelley to make sure.
- **Whistleblower Policy:** Phyllis sent a draft to all on May 22. All board members are to review it and be prepared to discuss at our July meeting.
- **Review All Policies:** Adah reviewed the policies that the Library Trustees Handbook

recommends libraries have, and sorted them into policies that we do and do not currently have. She also prioritized the policies that we do not have. See Attachment 4 for this list.

- **Vote on Logo:** During our May meeting, Oliver DeRosier presented his team's design suggestions for a new logo for our library. Based on board members feedback, he tweaked the favored design and resubmitted it. Jill motioned to accept the revised logo, Sandy seconded, and the vote was unanimous. We will need to do a new stationary order that will have our new logo. Oliver is creating digital files, that we can send to the company that will do our new stationary, as well as using ourselves as we write letters electronically. We also agreed that we should get new decals for the library sign and book box. The company that printed our current stationary is no longer in business, and M&M Digital in Glens Falls was recommended. We discussed having white, heavier weight paper for our new stationary, and that we would need letter-sized envelopes, letterhead paper, second page paper with no letterhead, and thank-you sized notes and envelopes. Adah will get more information on the digital files and how we can use them ourselves, and how they will be used by the printer for our new stationary.
- **Home for Aged Women Grant:** Sandy agreed to write this grant. The amount must be under \$5,000. Sandy will work with Jim on the design and cost estimates for a new handicapped access ramp. Julie will send a photo of her old deck spindles to see if they are suitable for the new ramp. Phyllis suggested using some non-skid material for the ramp. Sandy will check on what materials are available and if they are salt-resistant.
- **Book Sale:** Bob had prepared a set of instructions for us to use to prepare for and conduct the book sale. We assigned responsibilities for the various tasks. Julie will send out a summary of these assignments within the next few days.

New Business:

- None

Action Item Review: Postponed until our July meeting

Other Business: None

The next meeting will be July 8 at 6:30PM.

The meeting was adjourned at 9:00 PM, per a motion made by Jill, seconded by Sandy, and unanimously agreed to by the Board.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Sandy	6/10/19: write grant application for Home for Aged Women, check on salt-resistant, non-skid material for ramp	
Adah	6/10/19: get more info about the digital files for the logo, and what's needed to order new stationary, sign & book box decals, etc.	
All	6/10/19: review the draft Sexual Harassment and Whistleblower policies for discussion at the July meeting	
Adah	6/10/19: check with Jack Scott for more ideas on items to purchase with the Walmart Tech grant monies, and breakage/loss policy ideas	
Julie	6/10/19: put all policies on PodKeeper	7/6/19: sent a note to PodKeeper admin about how to keep all policies together
Jill	6/10/19: check with SALS, IRS, or Martha's contact for help with the 990 form	
Sandy	5/14/19: Sandy said she would work on the Home for Aged Women Grant, possibly a new ramp or push button doors or other ideas	
Adah and Phyllis	5/14/19 Will work on Whistle Blower policy	
Joanne and anyone	5/14/19 will work on Sexual Harassment policy to be done before Sept.	

Action Items		
Person Responsible	Task	Status / Notes
Joanne and anyone	5/14/19 Will work on Workplace Violence policy to be done before Sept.	
Adah	4/8/19: monitor Association for Rural Libraries for scholarship application.	5/14/19 Board voted to purchase membership for Adah
Adah	3/11/19: check into ordering a thermal printer for receipts	5/14/19: Board approved purchase, and Adah will buy it 4/8/19: Demco price = \$285, Amazon has 10 rolls of paper for \$19; will check with SALS
Building Committee	3/11/19: replace battery in 2 nd smoke detector	
Adah	1/14/19: post 2018 & 2019 budgets on website; clean up 'News' section; put 2019 Board meeting dates on website calendar	5/14/19: Adah is checking
Bob	1/14/19: check with RSVP for volunteer to do our financial review	5/14 No luck, moved to using ACC idea. Hiring intern for \$500 3/11: no luck with RSVP; has contacted bank to see if they have someone; if not, will check with ACC for an intern 2/11: has contacted RSVP and gotten the name of a potential auditor – still trying to get in touch with that person
Joanne	1/14/19: check for alternatives to Taxes with a View for the Library's payroll and taxes	5/14/19 still in process
Joanne, Julie	1/14/19: check with Chronicle and Post Star re meeting notice not being published.	
Building Comm	12/10/18: replace missing slates (Bodkin Roofing?) sometime in Spring 2019	5/14 with the next 2 wks. Hold up possibly due to illness 2/11/19: Bob – still working this
Joanne	12/10/18: follow up on library staff & trustees taking the sexual harassment training with the Argyle town & village boards	5/14 We are set to do training with the town at the fire house in Sept. Date and time TBA. We must have Sexual Harassment policy and workplace violence policy in place before we go. 1/14/19: training probably sometime around Aug – Oct 2019
Julie	12/10/18: make PTO policy changes IAW December meeting's discussion	

Action Items		
Person Responsible	Task	Status / Notes
	11/12/18: check out other libraries PTO policies	12/5/18: did check out other libraries PTO policies
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
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
All	5/14/18: write a Whistleblower Policy, as required by the Trustees Handbook	5/14/19 Still open 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.	5/14/19 Still open 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	
All	Annually in Dec: Do tax cap before budget	Due Dec 2019

Argyle Free Library
Trustees Meeting Agenda
June 10, 2019

Call to Order

Minutes of Last Meeting

Board Calendar

Treasurer's Report

Director's Report

Committee Reports

- Friends of the Library
- Personnel Committee
- Building Committee

Old Business

- Financial review
- By-laws amendment
- Financial Policy
- Sexual Harassment Policy
- Whistle Blower Policy
- Review all policies
- Vote on logo
- Home for Aged Women grant
- Book sale

New Business

Action Items

Other Business

Date of Next Meeting

Adjournment

Treasurer's Report June 2019

Account Balances - As of 6/7/2019
(Includes unrealized gains)

Account	6/7/2019 Balance
Bank Accounts	
Friends' GFN	5,470.16
GF National Bank-Cash Checking	26,125.65
GF National CD's-Multi-Year Redemption	75,000.00
TOTAL Bank Accounts	106,595.81
Cash Accounts	
Petty Cash	56.66
TOTAL Cash Accounts	56.66
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	146,652.47

2019 Budget to Actual - 2019			
1/1/2019 through 12/31/2019 Using 2019 Budget			
6/7/2019	Category	Actual	2019 Budget Difference
	INCOME	34,056	86,103 -52,047
	Copies-Copier & Computer Printing	209	360 -151
	Dividends	160	200 -40
	Fines	244	708 -464
	Interest Received	0	40 -40
	Major Revenue	22,486	83,465 -60,979
	Argyle School District	0	60,955 -60,955
	Argyle Town	11,500	11,000 500
	Argyle Village	0	500 -500
	Book sales	0	400 -400
	Donations-Fund Raising & Gifts	3,944	3,210 734
	Friends Income	1,368	1,000 368
	Grants	3,149	5,000 -1,851
	New York State-SALS	2,500	1,400 1,100
	Other Major Revenue	25	0 25
	Other Inc, Bus	240	1,330 -1,090
	EXPENSES	64,219	86,103 21,884
	Donations	200	300 100
	Equipment	1,626	2,400 774
	Friends Expense	0	1,000 1,000
	Major Library	1,951	4,475 2,524
	Books	1,199	3,000 1,801
	Digital Data	513	1,200 687
	Subscriptions-Magazines	239	275 36
	Membership Fees	29	250 221
	Payroll Services	84	225 142
	Program Events	2,123	1,100 -1,023
	Special Programs	2,123	600 -1,523
	Summer Prog	0	500 500
	Service Charges (SALS)	1,017	2,400 1,383
	Bus. Insurance	485	2,748 2,263
	Business Tax	5,615	11,784 6,169
	Employee Benefit, Business-Employee B...	75	300 225
	Other Employee Benefit, Business-Em...	0	300 300
	Other Employee Benefit, Business-Em...	75	0 -75
	Legal-Prof Fees	0	1,275 1,275
	Office	272	0 -272
	Postage and Delivery	975	850 -125
	Printing and Reproduction	0	250 250
	Repairs & Maint	2,514	3,200 686
	Supplies, Bus-Supplies	153	1,050 897
	Travel, Bus-Business Travel Expense	0	1,500 1,500
	Utilities, Bus	3,033	3,770 737
	Electrical Service	1,100	1,600 500
	Heating Oil	1,373	1,600 227
	Telephone	560	570 10
	Wages	18,460	47,226 28,766
	Net Difference:	-30,163	0 -30,163

Director's Report: June 2019

Director's Report: June 2019

1. General Updates:

-circ stats for May:

615 items with 697 circs (what was actually circulated at our library by the library that the item came from and the material type)

493 items with 565 circs (items circulated from AFL's collection regardless of where the items were checked out)

-patron counter stats

-programs for July 2019

-summer kick-off (Wed, July 3rd tentatively) and reading program

-Basketry update

-thermal printer – It has arrived!

-arm chair travelers program

-wildlife institute of eastern ny – raptor program

-adoption event idea

-fresh food collective update

-school visits

-tech updates based on research

2. Upcoming Programs:

Puzzle It Out - Wednesday June 12th from 11-5pm

Call The Midwife Second Showing – Thursday, June 13th at 11am

Trivia Night – Friday, June 21st at 5pm (sign-up with your team!)

Into The Garden Story Time – Saturday, June 22nd at 11am

Paint A Pot 2 – Wednesday, June 26th from 11-5pm

Policy Review

Handbook recommended policies that Argyle Free Library currently has.

- Patron Confidentiality (covered in Confidentiality of Library Records Policy)
- Lending Rules (covered in Circulation Policy)
- Exhibits and Displays
- Meeting Space/Equipment (covered in Building Use Policy)
- Library Equipment Usage/ Computer/Internet Use (covered in Computer and Internet Use?)
- Meeting Procedures (covered in Open Meeting Policy)
- Records Retention
- Audit/Review Schedule (covered in Financial Policy)

Handbook recommended policies prioritized by Adah, Library Director

- Collection Development (Adah)
- Censorship (include Adah)
- Incident Report Form (Adah)
- Patron Behavior/Code of Conduct — Behavior Policy 9/24/14
- Patron Complaints
- Board Code of Ethics /Conduct
- Inclement Weather Closing (Adah)
- Public Relations including Social Media (Martha with Adah) — See Public Statements Policy
- Fundraising/Gift (Adah and Jill)
- Personnel Code of Conduct
- Volunteers (Adah)
- Whistleblower (Phyllis and Adah)
- Sexual Harassment (Joanne)
- Emergency Plan- Disaster Recovery, Active Shooter