

Minutes of the Argyle Free Library Board of Trustees

October 14, 2019

The meeting was called to order at 6:34 PM by Martha Johnson, President.

Members present: Martha Johnson, Jill Hamilton, Julie Gann, Donna Ruppel, Sandy Smith, and Phyllis Snell.

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

Minutes of Last Meeting:

Minutes of our September meeting were reviewed. Phyllis motioned to approve them with a minor grammatical change, Sandy seconded, and the vote was unanimous. Martha requested that Julie send the table summarizing the prioritized Strategic Plan tasks that we discussed in September to all Board members. She also requested to add Carol Kuhr (President, Friends of the Library) to the contact list.

Strategic Plan 2019-2024

Goal. Task	Task Name	Rankings per September 2019 Meeting
1.1	Increase Program Attendance	continuous
1.2	Increase Circulation of Materials	continuous
1.3	Determine if Library Hours Should be Changed	2020
2.1	Train Staff to use SALS Tools to Maintain Library Inventory	2019
2.2	Train Staff to Support Public Access to Technology	2024
2.3	Provide Technology Training to Patrons	continuous
2.4	Develop Teen Tech Volunteer Program	2021
2.5	Identify Emerging Technologies to Purchase	continuous
3.1	Create a Volunteer Bureau	after 3.2
3.2	Meet with Community Stakeholders	1) 2019 set sched. 2) 2021 sched mtgs

Board Calendar:

We reviewed the board calendar for upcoming tasks. Jill will draft a proposed budget for 2020 and send it out prior to our November meeting. Jill reported that Jordan Dennis will do the snow removal again this year for the same price as last year. Adah has not had the time to do

the Annual Technology Report for the upcoming year yet. She will work with Jill to include any needed new computers in the 2020 budget.

Treasurer's Report:

The treasurer reports are included in Attachment 2 to these minutes. Julie will ensure the September meeting minutes include the updated financials that Jill sent. Jill has submitted a letter to the school requesting that they send us the tax monies that were approved in the 2019 budget vote. Julie will add this task to the Board's calendar. Jill is not sure if the roof has been repaired yet – she has not received a bill for any work. She will check on the roof to see if she can see if the slates have been repaired. Carol will send Jill the name of another roofer who repairs slate roofs in case a different roofer is needed. Jill found a company who will do a background check for new personnel for less than \$50. This would be a national criminal check only. Jill also noted that Amazon charged sales tax for some of the library purchases. Adah said this is because some items are cheaper if she purchases them through her personal account instead of the library account. Adah will purchase library items only through the library account in the future. Jill also had some questions about the Facebook charges for the 'boosts' they did for some of the library programs. FB doesn't send receipts for the charges, and Adah's printouts don't seem to match the dates of the charges. Adah will try to resolve the discrepancies. The FOL are paying up to \$100 for the FB boosts for the summer programs. Nancy Amo has started to work on the independent financial review, required per our Financial Policy.

Library Director Report:

Attachment 3 has the detailed Library Director's report. Adah reviewed the month's circulation reports, and noted that they are similar to last month's numbers. There was a slight increase in the patron counter. Adah reviewed the programs for the remainder of this month and November. She will try to arrange a program to assist seniors in selecting the appropriate Medicare supplemental insurance for their needs, and will offer free rides to any seniors who would like to attend but are unable to drive. Adah is working with the Washington Center to donate books. She is trying to set up a monthly series of programs for the residents at the Washington Center. Adah also discussed the highlights of the ARSL conference. Adah noted that she did order a new computer recently to replace the one that failed. That computer is at SALS, waiting for them to configure the software. However, SALS is currently working on some new software programs and will get to our computer after those are completed. They anticipate our new computer will be ready in early November. Adah will check with the school's art club to see if they are still planning to do a mural for the bookshelves near the entrance in the children's area. Phyllis knows someone who might be able to do this if the art club is no longer interested.

Adah is checking on a grant for a library of 'things', i.e., non-book items that patrons would be able to check out. She is also checking into a Will Einer grant to start a collection of graphic novels. This grant would include attendance at a conference and developing a program related to graphic novels.

Adah also asked about a budget for additional holiday decorations. The library currently has some Christmas, Easter, and a few Halloween decorations. Carol noted that the FOL's next meeting will be in November, and she will see if they want to pay for some holiday decorations.

Committee Reports

- **Friends of the Library:** The regional meeting of Friends of the Library was on October 2. About 15 people from several different FOL organizations attended. Unfortunately, the guest speaker, Charlie Edwards, was ill and unable to attend. They plan to try to re-schedule a meeting with him in the spring. The Craft Supply Sale on Oct. 12 was very successful. They will discuss whether to do another craft supply sale at their November meeting. The FOL also want to do something to recognize Carolee and Bob Webster's contributions to the library. They are considering some new books and furniture for the children's room, along with a plaque commemorating all they did.
- **Personnel Committee:** Adah's September review was delayed, and will be conducted within the next few days.
- **Building/Maintenance Committee:** No report was available. See the Treasurer's Report above for information about the roof repair.

Old Business

- **Library Director Job Description Update:** Phyllis sent out an updated job description for the Library Director. Sandy made a motion to approve the update, Jill seconded the motion, and it passed unanimously.
- **Bereavement Policy:** A few changes were requested to the draft Bereavement Policy. Sandy motioned to approve the policy with the noted changes, Phyllis seconded the motion, and it passed unanimously. Julie will update the draft policy and send it to Adah to post on the website.
- **Policy Review – Accounts Receivable, Behavior:**
 - Martha suggested organizing the policies into categories to make it easier to find a policy of interest. The Trustees Handbook has some categories for their list of policies that we could use as a starting point.
 - Accounts Receivable Policy: Nancy Amo is reviewing this policy as part of her financial review. We agreed to wait on reviewing this policy until we get her feedback.
 - Behavior Policy: Because this policy has some overlap with the Building Use policy, we decided to review these two policies together at our November meeting.

- **Sign:** Julie reported that the cost to get prints of our new logo for the sign and the book drop box would be \$70 if we put the new logos on ourselves. Jill motioned to approve the \$70, Donna seconded the motion, and it was agreed to unanimously.
- **Flooring Options:** Donna will send us a link to a waterproof, nonskid and durable vinyl flooring material. It may be too highly priced for us. We need to look at flooring materials used by other libraries. Julie will bring in a sample of the vinyl plank flooring that she has.
- **First Responder Day:** First Responders Day is Oct. 28. Some thoughts for how the library can recognize our First Responders include possibly displaying recruitment posters and materials, highlighting books about First Responders, and putting a sign out front thanking them. Julie will make some cookies to take to the firehouse and the EMS.

New Business:

- **Review Fundraising Letter:** Sandy did a great draft for the fundraising letter. Board members made some suggestions for content changes. We agreed that our new logo does need to be added at the top, and the board member's names should be in the side margin. Adah will prepare a blank MS Word file with our logo at the top for Sandy to use. Sandy will revise the letter and send it out prior to our next meeting, when we should finalize it and prepare it for mailing.
- **Donating Children's Books to PTSA at ACS:** The PTSA posted a notice in Front Porch Forum on October 3 requesting donations of used books for their Annual Book Fair. They would like books targeted for ages from pre-K through 8th grade. They are collecting books from November 1 – 8. Adah said we have about 35 books we can donate to them. Donna will check with them to see if we could have a sign by the books saying they were donated by the library.

Action Item Review: We postponed the action item review until next month.

Other Business: The Board went into Executive Session to discuss Adah's review and potential raise, and a background check.

The next meeting will be November 11 at 6:30PM.

The meeting was adjourned at 9:18 PM, per a motion made by Sandy, seconded by Jill, and unanimously agreed to by the Board.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Adah	10/14/19: prepare books for donation to the ACS PTSA	
Donna	10/14/19: Check with ACS PTSA about having a sign to indicate that the library donated several books for their book sale.	
Adah	10/14/19: prepare a blank MS Word document with our logo at the top	
Julie	10/14/19: bring sample of vinyl plank flooring for November meeting	
All	10/14/19: look at flooring materials used by other libraries.	
All	10/14/19: Review the Behavior and Building Use policies in preparation for November's meeting.	
Adah	10/14/19: follow up with the school's art club to see if they are still planning to do the mural for the bookshelf near the entrance.	
Adah	10/14/19: set up program to assist seniors in selecting appropriate Medicare supplemental insurance, offer free rides if needed	
Adah	10/14/19: check into the inconsistencies in the dates for the Facebook charges for their program 'boosts'.	
Martha	9/9/19: check into the Paid Family Leave Act	10/14: Martha distributed copies of NYS's Paid Family Leave program.
Jill	9/9/19: check with Summit Lake Accounting and another business who posted on our bulletin board about possibly doing our payroll	
Sandy	10/14/19: send revised letter to board members before November meeting 9/9/19: draft fundraising letter to be sent in November	10/14/19: presented draft for review; will make changes in accordance with comments prior to November meeting
All	8/12/19: find out when in 1921 the library was granted its first charter	9/7/19: the 1 st provisional charter was granted by the NYS Board of Regents on Feb. 24, 1921
Julie	8/12/19: check to see if laminate flooring can support the weight of bookshelves	
Jill	8/12/19: get with Nancy Amo about doing our financial review	10/14/19: Nancy is doing the review, pro bono. She expects to complete her review in November, and to be prepared to discuss the results at our December meeting if the Board would like

Action Items		
Person Responsible	Task	Status / Notes
Donna	7/8/19: check on what type of flooring is used in hospital	
Jim	7/8/19: replace rotted corner post	
Sandy	6/10/19: write grant application for Home for Aged Women, check on salt-resistant, non-skid material for ramp	Submitted July 12; should hear back by ???
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.	8/12/19: try using digital logo with office paper to see whether we need to order stationary
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	8/12/19: waiting to hear back from him
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	10/14/19: Jill not sure if roof is fixed; Carol will send her name of another roofer, just in case 9/9/19: Jill will try to find another roofer 8/12/19: Bodkin should be here this week, after he finishes the church. If not, check with Rick Coates. 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	10/26/19: in-person training at the firehouse on this date; need to follow-up with online training for those who missed it 9/9/19: Joanne will let us know when the training date is finalized. She will also check into the online training for those who are not able to attend the in-person training. 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

Action Items		
Person Responsible	Task	Status / Notes
		Harassment policy and workplace violence policy in place before we go. 1/14/19: training probably sometime around Aug – Oct 2019
All	10/8/18: come up with ideas for the protocol for correspondence from the board	12/10/18: TBD
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: 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.	8/12/19: in progress 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
October 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
- Building Committee

Old Business

- LD job description update
- Bereavement policy
- Policy Review- Accounts receivable, Behavior
- Sign
- Flooring options
- First Responder Day

New Business

- Review fundraising letter
- Donating children's books to PTSA at ACS

Action Items

Other Business

- LD raise, background check

Date of Next Meeting

Adjournment

Treasurer's Report

October 2019

Account Balances - As of 10/11/2019
(Includes unrealized gains)

Account	10/11/2019 Balance
Bank Accounts	
Friends' GFN	4,981.10
GF National Bank-Cash Checking	2,919.01
GF National CD's-Multi-Year Redemption	75,000.00
TOTAL Bank Accounts	82,900.11
Cash Accounts	
Petty Cash	63.03
TOTAL Cash Accounts	63.03
Asset Accounts	
Library Bldg	40,000.00
TOTAL Asset Accounts	40,000.00
OVERALL TOTAL	122,963.14

10/11/2019

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

Category	Actual	2019 Budget	Difference
INCOME	37,347	86,103	-48,756
Copies-Copier & Computer Printing	334	360	-26
Dividends	160	200	-40
Fines	441	708	-267
Interest Received	0	40	-40
Major Revenue	25,178	83,465	-58,287
Argyle School District	0	60,955	-60,955
Argyle Town	11,500	11,000	500
Argyle Village	0	500	-500
Book sales	194	400	-206
Donations-Fund Raising & Gifts	4,432	3,210	1,222
Friends Income	1,733	1,000	733
Grants	3,399	5,000	-1,601
New York State-SALS	3,919	1,400	2,519
Other Inc, Bus	240	1,330	-1,090
EXPENSES	91,199	86,103	-5,096
Donations	300	300	0
Equipment	2,374	2,400	26
Friends Expense	0	1,000	1,000
Major Library	3,311	4,475	1,164
Books	2,259	3,000	741
Digital Data	771	1,200	429
Subscriptions-Magazines	281	275	-6
Membership Fees	89	250	161
Payroll Services	84	225	142
Program Events	3,597	1,100	-2,497
Special Programs	3,007	600	-2,407
Summer Prog	590	500	-90
Service Charges (SALS)	1,841	2,400	559
Bus. Insurance	2,089	2,748	659
Business Tax	8,611	11,784	3,173
Employee Benefit, Business-Employee ...	275	300	25
Other Employee Benefit, Business-E...	200	300	100
Other Employee Benefit, Business-E...	75	0	-75
Legal-Prof Fees	0	1,275	1,275
Office	50	0	-50
Postage and Delivery	986	850	-136
Printing and Reproduction	0	250	250
Repairs & Maint	4,611	3,200	-1,411
Supplies, Bus-Supplies	869	1,050	181
Travel, Bus-Business Travel Expense	224	1,500	1,276
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	32,982	47,226	14,244
Net Difference:	-53,853	0	-53,853

Director's Report: October 2019

1. General Updates:

832 items with 923 circs (what was actually circulated at our library by the library that the item came from and the material type)

632 items with 735 circs (items circulated from AFL's collection regardless of where the items were checked out)

-patron counter stats

-programs for November 2019

-ARSL conference overview

-outreach with Washington Center

-Polaris Hosted transfer and new computer holdup

-upcoming grant applications (glens falls foundation (library of things) and Will Eisner graphic novel grant

-Sponsor a library book program (idea from ARSL conference)

-library holiday decorations budget

-new children's programs posters

2. Upcoming Programs:

Paint A Pumpkin – Tuesday October 15th at 4:00 PM

Creature Feature – Wednesday October 23rd at 5pm

Leaves Are Falling Story Time – Saturday October 26th at 11am

Captain Marvel Movie Screening – Monday October 28th at 5pm

Halloween Spook-tacular – Thursday October 31st at 3:30pm