

# **Minutes of the Argyle Free Library Board of Trustees**

**December 9, 2019**

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

Members present: Martha Johnson, Joanne McDowell, 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 November meetings were reviewed. Phyllis motioned to approve them with minor corrections, Sandy seconded, and the vote was unanimous.

## **Board Calendar:**

We reviewed the board calendar for upcoming tasks.

## **Treasurer's Report:**

The treasurer reports are included in Attachment 2 to these minutes. We received the grant money from the Home for Aged Women. Sandy does have the grant paperwork. The cost for the workman's comp insurance is increasing by 1% next year. Jill has been using an old library computer for the treasurer's work. That can't be updated from Windows 7, so she will use her family's computer for the library treasurer's work. She will have to buy a new copy of Quicken for that computer.

## **Library Director Report:**

Attachment 3 has the detailed Library Director's report. The Tuesday and Thursday library hours will be changed from 1:00 – 5:00 and 7:00 – 9:00 to 1:00 – 7:00, as discussed in November. This change will start in January. Adah will publicize the new hours. In six months, we will re-look at the possibility of having the library open on Friday afternoons.

Some of the programs Adah has planned for January include:

- Make a comic book
- Family Feud Night
- Cookie Swap

Adah also plans to do one outreach program at the Washington Center each month. Adah has been distributing flyers for the children's programs in the school and the children's area of the library, and they do seem to be increasing attendance at the children's programs. The Polaris update is continuing. Adah started a debit card log, per Nancy Amos' recommendation, and will send it to Jill at the end of each month. The lock on the cabinet is broken, so she will look

for a replacement. Adah will start working 30 hours/week starting December 23, until Sue is able to return.

### **Committee Reports**

- **Friends of the Library:** Some of the \$50 that was approved during November's meeting for additional Christmas decorations will be spent on candles for the windows. The FOL decided not to buy any mugs at the moment, and will re-visit that next year.
- **Personnel Committee:** While Sue is out, Adah will get the Post Office box key from Sue's daughter-in-law and have someone else pick up the mail. She will have the UPS packages re-routed to her house.
- **Building/Maintenance Committee:** The hose was out in the freezing weather, but fortunately no damage was incurred. We will discuss the timing of the seasonal jobs, and have a calendar with those jobs to ensure they get done at the proper times. There are indications we might have mice or other critters in the library. The Building Committee will buy some traps and put them in the attic.

### **Old Business**

- **2020 Budget:** Jill made the changes to the draft 2020 budget, as discussed in November. Jill made a motion to approve the final budget, Joanne seconded the motion, and it was unanimously approved. Jill did submit the 2020 tax cap report.
- **Short Term Disability:** It was reported that short term disability lasts for three months, then long term disability starts.
- **Policy Review –Behavior, Building Use:** Martha proposed creating a Policy Committee to review all board and bring recommended changes to the board for approval. Martha and Phyllis volunteered to serve on this committee. The board members gratefully accepted this recommendation!
- **Flooring Options:** Donna brought samples of the vinyl plank rigid core flooring for board members to look at. We will need an accurate measurement of the library to determine replacement costs, but a very rough estimate of the rooms are 47'x23', and 26'x23'. This is about 1679 square feet, and the flooring costs about \$3/square foot. So, the materials cost would be about \$4,000. At this point, we don't know what the labor costs would be.

### **New Business:**

- **Nominate Candidates for Board Offices:** After some discussion, the current slate of officers were nominated for the upcoming year.

- **Seasonal Jobs Calendar:** Julie will add the following to the board calendar:
  - Shut off outside faucet and put hose away at the end of September, turn back on in early May
  - A/C units in windows: put in windows on June 1, and remove in mid-September

**Action Item Review:** We reviewed the action items, and Julie will update accordingly.

**Other Business:** None

The next meeting will be January 13 at 6:30PM.

The meeting was adjourned at 8:25 PM, per a motion made by Donna, seconded by Jill, and unanimously agreed to by the Board.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Building Committee	12/9/19: buy mouse traps for attic – Adah will check the traps, and Jim will empty them	
Adah	12/9/19: get P.O. box key, and arrange for someone else to pick up mail; re-route UPS packages to her house	
Sandy	12/9/19: final report on work for grant to Home for Aged Women due ???	
Adah	12/9/19: replace lock on cabinet door	
Adah	11/11/19: set up program for selecting Medicare supplement policies for October/November 2020	
Adah	11/11/19: publicize new library hours, including making bookmarks	
Martha	11/11/19: send Nancy Amo a thank you note; review Nancy's notes and our policies for recommended changes	12/9/19: sent thank you note; working on policy changes
All	10/14/19: Review the Behavior and Building Use policies in preparation for November's meeting.	12/9/19: Policy Committee will do
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.	12/9/19: Adah checked, they are working on it
All	8/12/19: find out when in 1921 the library was granted its first charter	9/7/19: the 1 <sup>st</sup> provisional charter was granted by the NYS

Action Items		
Person Responsible	Task	Status / Notes
		Board of Regents on Feb. 24, 1921
Jim	7/8/19: replace rotted corner post	12/9/19: will do in the spring
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.	12/9/19: has created template with the new logo, sign & book box have new logos; Adah will check on ordering new stationary next month 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	12/9/19: we discussed some options, including robot building kits, etc. 8/12/19: waiting to hear back from him
Joanne, Julie	1/14/19: check with Chronicle and Post Star re meeting notice not being published.	
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	12/9/19: in progress 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.	12/9/19: in progress 8/12/19: in progress 5/14/19 Still open 5/14/18: will do after attic clean-up; taking pictures is sufficient

Argyle Free Library  
Trustees Meeting Agenda  
December 9, 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

- 2020 budget
- Short Term Disability
- Policy Review- Behavior, Building Use
- Flooring options

New Business

- Nominate candidates for Board Officers
- Seasonal jobs calendar

Action Items

Other Business

Date of Next Meeting

Adjournment

## Treasurer's Report December 2019

### Account Balances - As of 12/6/2019 (Includes unrealized gains)

Account	12/6/2019 Balance
<b>Bank Accounts</b>	
Friends' GFN	5,779.60
GF National Bank-Cash Checking	59,277.87
GF National CD's-Multi-Year Redemption	75,000.00
<b>TOTAL Bank Accounts</b>	<b>140,057.47</b>
 <b>Cash Accounts</b>	
Petty Cash	65.98
<b>TOTAL Cash Accounts</b>	<b>65.98</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>180,123.45</b>

12/6/2019

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

Category	Actual	2019 Budget	Difference
<b>INCOME</b>	<b>106,503</b>	<b>86,103</b>	<b>20,400</b>
Copies-Copier & Computer Printing	384	360	24
Dividends	160	200	-40
Fines	512	708	-196
Interest Received	0	40	-40
Major Revenue	<b>94,087</b>	<b>83,465</b>	<b>10,622</b>
Argyle School District	60,955	60,955	0
Argyle Town	11,500	11,000	500
Argyle Village	500	500	0
Book sales	194	400	-206
Donations-Fund Raising & Gifts	8,620	3,210	5,410
Friends Income	0	1,000	-1,000
Grants	8,399	5,000	3,399
New York State-SALS	3,919	1,400	2,519
Other Inc, Bus	240	1,330	-1,090
<b>EXPENSES</b>	<b>103,195</b>	<b>86,103</b>	<b>-17,092</b>
Donations	400	300	-100
Equipment	2,401	2,400	-1
Friends Expense	0	1,000	1,000
Major Library	<b>3,702</b>	<b>4,475</b>	<b>773</b>
Books	2,374	3,000	626
Digital Data	1,047	1,200	153
Subscriptions-Magazines	281	275	-6
Membership Fees	89	250	161
Payroll Services	204	225	22
Program Events	<b>3,802</b>	<b>1,100</b>	<b>-2,702</b>
Special Programs	3,212	600	-2,612
Summer Prog	590	500	-90
Service Charges (SALS)	2,253	2,400	147
Bus. Insurance	2,089	2,748	659
Business Tax	12,477	11,784	-693
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	49	0	-49
Postage and Delivery	986	850	-136
Printing and Reproduction	556	250	-306
Repairs & Maint	5,078	3,200	-1,878
Supplies, Bus-Supplies	939	1,050	111
Travel, Bus-Business Travel Expense	224	1,500	1,276
Utilities, Bus	<b>3,033</b>	<b>3,770</b>	<b>737</b>
Electrical Service	1,100	1,600	500
Heating Oil	1,373	1,600	227
Telephone	560	570	10
Wages	38,639	47,226	8,587
<b>Net Difference:</b>	<b>3,308</b>	<b>0</b>	<b>3,308</b>

## Director's Report: December 2019

### 1. General Updates:

-new hours and signage

553 items with 605 circs (what was actually circulated at our library by the library that the item came from and the material type)

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

-patron counter stats

-programs for January 2020

-outreach with Washington Center update

-Polaris Hosted update

-new debit log

-hold cabinet lock

-date of move to 30 hours/week

-update on children's flyers

### 2. Upcoming Programs:

No-Sew Felt Ornaments – Thursday December 12th at 4:00 PM

Movie Night for Adults – Friday December 13th at 4:00 PM

Washington Center Outreach – Tuesday December 17<sup>th</sup> at 2:00 PM

Holiday Movie Night for Kids – Wednesday December 18th at 5:00 PM PM

Gingerbread House Decorating – Thursday December 19<sup>th</sup> at 4:00 PM