

Minutes of the Argyle Free Library Board of Trustees

The meeting was called to order at 7:05 by President Remus Preda

Members present: Remus Preda, Amy Stott, Robert Webster, Julie Gann, Martha Johnson and Carol Kuhr. Also attending were Joanne McDowell and Richard Dennis.

Minutes of the November 12, 2014 meeting were approved.

Because of the resignation from the Board of James Smith, the office of Secretary is vacant. A motion was made, seconded and approved to elect Carol Kuhr to the position of Secretary.

The Treasurer's report was presented by Bob Webster. Both the Year End Report-2014 and the 2015 Year-to-Date Budget to Actuals - Current Month reports are attached. Bob noted that a bill has not been received for repairs to the stairs, sheetrocking and painting that are currently being completed. Also, the YTD Current Month report shows some unusual outlays because certain expenses—book orders, electric service, fuel oil and telephone service—are prepaid at the beginning of the year.

Old Business

- **Building Review Committee:** Bob reported that the committee met on January 15. Members agreed that the objective of the committee will be to define and recommend improvements, or changes to the interior layout of the library. The committee will meet again on Wednesday, January 28, at 7pm.
- **Technology Grant for Digital Literacy:** Discussion was tabled until our next meeting.

New Business

- **Report on Trustees' Fiduciary Responsibilities:** Julie Gann and Carol Kuhr reported on the Library Trustees Association Webinar on Fiduciary Responsibilities. There was a discussion about our current financial practices and the possible need to make changes to bring our practices in line with State requirements and recommendations. Trustees were asked to listen to a recording of the webinar available online. Julie will contact Sara Dallas for more information concerning a possible state audit of the library. We will have a special meeting to listen to the webinar together and discuss its implications for the library.
- **Conflict of Interest Policy:** The Policy Committee will meet to draft a Conflict of Interest Policy. Committee members are Carol Kuhr, Julie Gann, Bob Webster. Joanne McDowell will join the committee.
- **Tax Freeze Certificate:** The library must have a tax freeze certificate so that residents will be eligible for STAR tax rebates. Bob is waiting to receive a Vendor ID number from the state so that he can complete the application for the certificate.
- **State Sales Tax:** According to recent information received from SALS, the library does not need to collect sales tax on books sold at our annual book sale. However, we do need

to collect tax on books sold on an ongoing basis from a book sale shelf. After discussion, it was decided to offer used books for free in the library, but not continue the ongoing sale of books.

- **RSVP:** Because of the change of the date of our meeting, Harold McKinney was not available to give a presentation on the RSVP volunteer program. Bob will ask Mr. McKinney to attend our next board meeting.
- **New Board Members:** Rick Dennis and Joanne McDowell each agreed to serve on the library's Board of Trustees. Motions were made, seconded and approved to elect Rick and Joanne to three year terms.
- **Trustee Terms:** Trustees three year terms, beginning in January of each year, are as follows:
Rick Dennis, Joanne McDowell, Remus Preda and Amy Stott: 2015
Julie Gann, Carol Kuhr and Martha Johnson: 2014
Robert Webster: 2013

We will meet to listen to the LTA Webinar on Tuesday, February 10 at 7pm.

Our next meeting will be held on Wednesday, March 4 at 7:00pm.

The meeting adjourned at 8:10pm.

Respectfully submitted,
Carol Kuhr, Secretary

Year End Report - 2014

1/1/2014 through 12/31/2014 Using AFL 2014 Budget

1/12/2015

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Category	Actual	2014 Budget	Difference
INCOME	66,609	49,873	16,736
Copies-Copier & Computer Copies	548	360	188
Dividends	311	420	-109
Fines	1,167	900	267
Interest Received	2,409	404	2,005
Major Revenue: Argyle School District	29,400	29,400	0
Major Revenue: Argyle Town	10,000	10,000	0
Major Revenue: Argyle Village	500	500	0
Major Revenue: Book sales	595	500	95
Major Revenue: Donations-Fund Raising & ...	8,234	4,989	3,245
Major Revenue: Grants	6,340	0	6,340
Major Revenue: Memorials	5,445	0	5,445
Major Revenue: New York State-SALS	1,272	2,400	-1,128
Other Inc, Bus-Other Business Income	388	0	388
EXPENSES	55,000	54,273	-727
Bank Charge-Service Charge	88	0	-88
Bus. Insurance-Insurance	691	0	-691
Business Tax-Taxes	4,859	4,365	-494
Equipment	2,065	1,700	-365
Insurance, Bus-Insurance (non health)	2,937	2,908	-29
Major Library: Books-All Books	3,349	4,500	1,151
Major Library: Digital Data-Videos & Software	1,165	780	-385
Major Library: Subscriptions-Magazines	292	360	68
Office-Office Expenses	732	792	60
Payroll Services	216	325	109
Postage and Delivery-Postage and Delivery Ex...	648	550	-98
Program Events: Special Programs	445	200	-245
Program Events: Summer Prog	862	746	-116
Renovation	7,492	5,000	-2,492
Repairs & Maint-Repairs & Maintenance	1,605	4,675	3,070
Service Charges (SALS)	2,930	2,640	-290
Supplies, Bus-Supplies	486	552	66
Utilities, Bus: Electrical Service-Electrical Se...	1,411	1,400	-11
Utilities, Bus: Heating Oil-Heating Oil Expense	1,500	2,800	1,300
Utilities, Bus: Telephone-Telephone Expense	1,800	1,600	-200
Wages-Wages	19,428	18,380	-1,048
Net Difference:	11,609	-4,400	16,009

2015 Year-to-Date Budget
 Net Worth - As of 1/20/2015

(Includes unrealized gains)

As of 1/20/2015

1/20/2015

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Category	Account	1/20/2015 Balance	Difference
ASSETS			
Cash and Bank Accounts			
	GF National Bank-Cash Checking	22,870.07	
	GF National CD's-Multi-Year Redemption	71,617.14	
	Morgan Stanley-Money Market Fund	0.00	
	Petty Cash	-56.07	
	TOTAL Cash and Bank Accounts	94,431.14	
	TOTAL ASSETS	94,431.14	
LIABILITIES			
		0.00	
OVERALL TOTAL		94,431.14	
DEFERMENTS			
Business Tax/Trans			521
Equipment			71
Insurance, Donations, Misc. Budgets			0
Major Library: Books-All Books		1,000	0
Major Library: Digital Data-Video & Software		75	75
Major Library: Subscriptions-Magazines		0	0
Office Office Expense		80	80
Postal Services		0	140
Printing and Delivery-Printing and Printing Co.		0	0
Programs-Events- Special Programs		17	17
Programs-Events- Summer Prog		0	0
Re: Books		0	0
Re: Bus. Admin. Expense & Maintenance		120	120
Re: Bus. Admin. Expense		2,000	0
Re: Bus. Admin. Expense		0	40
Utilities- Bus. Electrical Service-Electrical Co.		1,400	0
Utilities- Bus. Heating-Heating Co. Expense		2,000	0
Utilities- Bus. Telephone-Telephone Expense		1,500	0
Utilities-Wages		1,800	180
Net Difference		-12,261	781

2015 YTD Budget to Actuals - Current Month
 1/1/2015 through 1/31/2015 Using 2015 Budget

1/20/2015

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Category	Actual	January 2015 Budget	Difference
INFLOWS	590	451	139
Copies-Copier & Computer Copies	0	40	-40
Dividends	0	35	-35
Fines	0	85	-85
Interest Received	0	0	0
Major Revenue: Argyle School District	0	0	0
Major Revenue: Argyle Town	0	0	0
Major Revenue: Argyle Village	0	0	0
Major Revenue: Book sales	0	0	0
Major Revenue: Donations-Fund Raising & ...	590	291	299
Major Revenue: New York State-SALS	0	0	0
Other Major Revenue	0	0	0
OUTFLOWS	12,199	12,792	593
Business Tax-Taxes	1,171	1,242	71
Equipment	0	0	0
Insurance, Bus-Insurance (non health)	0	0	0
Major Library: Books-All Books	1,500	1,500	0
Major Library: Digital Data-Videos & Software	0	75	75
Major Library: Subscriptions-Magazines	0	0	0
Office-Office Expenses	0	66	66
Payroll Services	142	0	-142
Postage and Delivery-Postage and Delivery Ex...	0	0	0
Program Events: Special Programs	0	17	17
Program Events: Summer Prog	0	0	0
Renovation	0	0	0
Repairs & Maint-Repairs & Maintenance	0	125	125
Service Charges (SALS)	2,934	2,940	6
Supplies, Bus-Supplies	0	46	46
Utilities, Bus: Electrical Service-Electrical Se...	1,400	1,400	0
Utilities, Bus: Heating Oil-Heating Oil Expense	2,000	2,000	0
Utilities, Bus: Telephone-Telephone Expense	1,500	1,500	0
Wages-Wages	1,552	1,881	329
Net Difference:	-11,609	-12,341	732

AFL 2014 Building Review Committee

Attendees: Amy Stott, Carol Kuhr, Marissa Walkup, Sue McWhorter, Ryan Depew, Bob Webster

Meeting Notes:

- 1 We reviewed the document from the October 2014 Community Meeting generated by Sara Dallas of SALS.
- 2 Agreed that our objective for the results of this committee were define and recommend improvements, or changes to the interior layout of the library.
- 3 Spent time walking the library areas to better understand areas being currently under-utilized or no longer vital to our local client base.
- 4 Results of the discussion that followed:
 - a) The front room of the 'old' building containing computers, digital media, science fiction, newer book displays should be our first priority for attention.
 - b) Librarian desk area sizing needs attention for both safety and workspace based on workflow.
 - c) Young adult area can use added shelving
 - d) Remove the book trolley previously used as previous book drop.
 - e) Consider moving the paperback carousel in new addition to achieve added floor space.
 - f) Functional update of back room to achieve a friendlier environment for muse by youth and current user groups. This could include furniture, rugs, shelving, etc. Movement of some current shelving could improve floor space for summer programs.
 - g) Glass bookcase to be considered for removal.

We concluded the meeting by deciding to prioritize 4a, and 4b above as discussion points for our next meeting scheduled for **Wednesday, Jan 28th at 7pm.**

Action Needed: Suzanne will request support from SALS in developing reports that assist us in culling areas and books from the library collection.

Date:15 January 2015