

ARGYLE FREE LIBRARY
TRUSTEES MEETING

August 8, 2016 at 7:00 pm

Call to Order

Minutes of Last Meeting

Treasurer's Report and Financial Issues

- 2017 Budget

Old Business

- Construction Grant Application
- Snowplowing
- Board Member Search
- Personnel Evaluations

New Business

- Library Director On-Boarding
- Building Maintenance Items - Foundation

Other Business

Date of Next Meeting

Adjournment

Minutes of the Argyle Free Library Board of Trustees

August 8, 2016

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

Members present: Remus Preda, Bob Webster, Julie Gann, Martha Johnson, Joanne McDowell.

Minutes of Last Meeting:

Minutes of the July meeting were not available. They will be reviewed at the September meeting.

Treasurer's Report:

Bob presented the Treasurer's Report. Outstanding bills were reviewed and approved.

Bob talked with the assessor about the \$90,000 assessment for the library building. The assessor thought a high assessment might be helpful if we ever decide to sell the building, and so wasn't sure we would want a lower assessment. A decision on this was tabled for now, as the assessment has little impact at the current time.

Bob has started working on the 2017 budget and presented a worksheet with initial thoughts on expected expenses and income. We briefly discussed the need to increase the amount of money to put on the school budget vote next year. We also discussed adding some money to the budget for annual or bi-annual conferences for the Library Director. We will follow up on this at our September meeting.

Old Business

- **Construction Grant Application: Building Maintenance – 2017 Quote:** There is rotting wood on the lower clapboard and the front foundation is deteriorating. We have about \$3,000 in the budget for this work, and there might be a grant available to help pay for part of the work. Bob and Julie did have contractors review the work that's needed on the foundation and bathroom. We are currently awaiting the estimates from the contractors. Julie is researching the information needed to complete the NYS grant application.
- **Snowplowing:** Rick and Bob will check on potential people to do the snow plowing and clearing this winter.
- **Board Member Search:** The board unanimously voted to accept Jill Hamilton as a trustee for our board. Welcome aboard Jill!
- **Personnel Evaluations:** Bob and Martha talked to SALS about evaluations for the current library staff members. Based on Sarah Dallas's recommendation, the Board will not do staff evaluations, as that is not the Board's responsibility, but should be done by the Library Director. Instead, the Board will evaluate the new Library Director six months after she starts working, and she will evaluate the library staff six months after that.

New Business:

- **Library Director On-Boarding:**

- **Background Checks:** Because of the issues with commercial background check organizations, Amy agreed to do the background checks. On July 12, 2016 Amy checked local and national sex offender registries and also did a criminal check. Nothing showed up on any of these checks, so Hannah's background check is successfully completed.
- **On-Boarding Tasks:** Joanne and Julie started a checklist of things to do to ensure everything is ready for Hannah's start. Julie will send this checklist to all board members, along with a copy of Hannah's offer letter. A brief summary is as follows:
 - Remus – contact Post Star about an article on Hannah
 - Bob – contact Greenwich Journal and Chronicle about an article on Hannah; library key
 - Julie – copy of tax forms etc. to Hannah prior to her start; meet Hannah at the library on her start date of 8/22; talk with Friends of the Library about hosting a reception for Hannah
 - Joanne – meet Hannah at the library for her first day; talk with Hannah re setting up calendar with staff schedule for use by Hannah, staff and Board members
 - Martha – make an orientation package for Hannah (same as for new board members)
- **Building Maintenance Items – Foundation:** see the 'Old Business' discussion about the construction grant application

Other Business:

Our next meeting will be held on Monday, 9/12/16 at 7:00 PM.

The meeting adjourned at 8:40PM.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Remus	8/8/16: Contact Post Star about article on Hannah	
Bob	8/8/16: Contact Greenwich Journal and Chronicle about article on Hannah	

Action Items		
Person Responsible	Task	Status / Notes
Martha	8/8/16: orientation packages for Jill and Hannah	
Julie	8/8/16: send copy of Hannah's offer letter to all board members	8/16/16: COMPLETE
Bob Webster	6/6/16: work with the tax assessor to reduce the valuation to something closer to the estimated resale value (~\$40,000)	7/11/16: in progress
Bob Webster	7/11/16: contact FPF and Sue re envelope with money left in a donated book	7/11/16: still no response to FPF notice
Remus Preda	7/11/16: contact Rick Dennis about talking with Ricky Coates regarding snow removal for this winter.	
Bob Webster	7/11/16: contact another person regarding snow removal this winter	
Julie Gann	7/11/16: check with Sue to see if VHS tapes are still being used by library patrons	7/24/16: COMPLETED very few patrons are using them; put notice in Front Porch Forum for people to take any VCR tapes they'd like
Bob Webster	7/11/16: get estimate from Peter Arkevitch for foundation work and handicap accessible bathroom	P. Narkiewiez looked at building; waiting to get his estimate
Julie Gann	7/11/16: get estimate from Herb Carey for foundation repair and handicap accessible bathroom	H. Carey looked at building; waiting to get his estimate
Julie Gann	7/11/16: check out potential grants to pay for foundation repair and handicap accessible bathroom	
Martha Johnson	7/11/16: Check with SALS to see if they have a personnel evaluation form we can use	COMPLETE
Bob Webster	7/11/16: Refine SALS evaluation form or develop a personnel evaluation form.	COMPLETE
ALL	7/11/16: Review draft personnel evaluation form from Bob in time for him to use to perform the evaluations for AFL staff prior to 8/22	OBE – decision not to perform staff evaluations
Bob Webster	7/11/16: Perform personnel evaluations for all AFL staff prior to 8/22/16	OBE – decision not to perform staff evaluations
Amy Stott	7/11/16: Background check on Hannah	7/12/16: COMPLETE
Bob Webster	7/11/16: check out backup options for treasurer's data	

Action Items		
Person Responsible	Task	Status / Notes
Julie Gann	6/6/16: Ensure the required I-9 form is filled out during Hannah's first few days of employment.	
All	5/16/16: look for potential new board members	
Julie Gann	7/11/16: Review Financial Policy and Library Trustees Handbook to ensure our policy is compliant with the guidelines in the Handbook	
Remus Preda	6/6/16: Check to see if Cathy Radner is still our legal rep	7/15: No, Cathy has a new position with the county and can no longer act as our attorney
Julie Gann	6/6/16: Update the AFL POC list	8/15/16: need contact info for Jill; personal phone numbers for library staff & director
Julie Gann	6/6/16: Talk with SALS about orientation / training for our new library director	7/12: talked with Sarah; get back her a week or so before Hannah's start date to finalize times and get accounts in place
Julie Gann	1/1/17: Research replacement company for copier contract	5/18/16: current contract goes to February 2017. Repeat Business Systems has bought out GFBM, and has that contract now.
Remus Preda	1/11/16: invite the youth representatives to February's meeting to discuss the Long Range Plan.	Postpone discussion of Long Range Plan until new Library Director is on board
All Trustees	Are asked to read pp. 57-59 of the Handbook for Library Trustees to prepare for our discussion of the Long Range Plan.	Waiting until new Library Director is hired
Library Director	Work with Building Committee to make best use of shelf space emptied by book culling.	
All	4/11/16: Research appropriate ways to resolve questions/situations that need resolution quickly, before a board meeting can be convened. Must be compliant with Open Meetings requirements.	

Action Items		
Person Responsible	Task	Status / Notes
All	4/11/16: Determine if on-line learning sites are appropriate for us.	

Net Worth - As of 8/7/2016
(Includes unrealized gains)

Account	8/7/2016 Balance
ASSETS	
Cash and Bank Accounts	
GF National Bank-Cash Checking	21,757.87
GF National CD's-Multi-Year Redemption	81,722.49
Petty Cash	55.66
TOTAL Cash and Bank Accounts	103,536.02
Other Assets	
Library Bldg	90,800.00
TOTAL Other Assets	90,800.00
TOTAL ASSETS	194,336.02
LIABILITIES	
	0.00
OVERALL TOTAL	194,336.02

**Argyle Free Library
Certificates of Deposit**

August 1, 2016

<u>Amount</u>	<u>Issue Date</u>	<u>Maturity Date</u>	<u>Term</u>	<u>% Rate</u>
25,093.97	1-Oct-15	1-Oct-16	12 M	0.25%
6,628.52	8-Apr-14	8-Apr-17	36 M	0.40%
25,000.00	8-Jul-15	8-Jul-18	36 M	0.40%
10,000.00	7-Jun-16	7-Jun-19	36M	0.40%
15,000.00	20-May-16	20-May-21	60 M	1.00%

\$ 81,722.49

2016 YTD Budget to Actual - Year To Date

1/1/2016 through 8/7/2016 Using Budget 2016

8/7/2016

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Category	1/1/2016 Actual	- Budget	8/7/2016 Difference
INCOME	16,321	13,606	2,715
Copies-Copier & Computer Copies	225	289	-64
Dividends	150	0	150
Fines	616	614	2
Interest Received	1,689	100	1,589
Major Revenue	13,641	12,603	1,038
Argyle Town	10,000	10,000	0
Book sales	455	500	-45
Donations-Fund Raising & Gifts	2,419	2,103	316
Memorials	767	0	767
EXPENSES	29,762	34,874	5,113
Uncategorized	622	0	-622
Balance Adj	428	0	-428
Equipment	245	400	155
Major Library	3,221	3,168	-53
Books-All Books	2,449	2,276	-173
Digital Data-Videos & Software	420	542	122
Subscriptions-Magazines	352	350	-2
Payroll Services	212	325	114
Program Events	1,183	1,018	-165
Special Programs	277	172	-105
Summer Prog	907	846	-61
Renovation	0	3,613	3,613
Service Charges (SALS)	1,214	1,286	72
Bus. Insurance-Insurance	18	0	-18
Business Tax-Taxes	3,710	3,812	102
Insurance, Bus-Insurance (non health)	0	671	671
Office-Office Expenses	459	477	18
Postage and Delivery-Postage and Delivery Ex...	47	200	153
Printing and Reproduction-Printing and Repro. ...	255	0	-255
Repairs & Maint-Repairs & Maintenance	971	1,203	232
Supplies, Bus-Supplies	152	332	181
Utilities, Bus	3,899	4,300	401
Electrical Service-Electrical Service Expense	1,399	1,700	301
Heating Oil-Heating Oil Expense	1,500	1,500	0
Telephone-Telephone Expense	1,000	1,100	100
Wages-Wages	13,125	14,069	944
Net Difference:	-13,440	-21,268	7,828