

Minutes of the Galway Public Library Board of Trustees Meeting
Serving the Central School District
Wednesday, January 4, 2012

Members Present: Kevin Hertzell, Jim Hodson, Arlene Rhodes, Fred Baily, and Margie Prasek. Also present: Library Director Regina Doi and Len Power Absent: Sue Stewart and Adam Belden.

The meeting was called to order by Kevin Hertzell at 7:10 pm.

Minutes Arlene made a motion to accept the minutes from 12/7/11 as corrected. The motion was seconded and carried. Arlene made another motion to accept the 12/14/11 minutes as corrected. The motion was seconded and carried.

Treasurer's Report - Report is on file for audit.

- Jim reviewed the procedures used for choosing a new bookkeeper. Margie made the motion to hire Cassaundra Tusing as bookkeeper at \$10.50/hr. starting Sunday, Jan. 8, 2012. The motion was seconded and carried.
- Arlene made a motion to approve the checks, petty checking, and PO's as listed. The motion was seconded and carried.
- Arlene had some questions regarding the library's plan for the use of the Kimball donation. Regina will make up a proposed outline for approximately half the money for children's programs. Fred suggested we put the other half into capital funds, as now is not a good time for setting up endowment funds due to interest rates. Arlene made a motion to put one half the money into undesignated capital funds. The motion was seconded and carried.
- Library Charter Regina will ask SALS and DLD (NYS Division of Library Development) for information on applying for an absolute charter. The library's provisional charter expires on October 23 this year.

Director's Report - is on file.

- Regina passed out a copy of the Saratoga Arts SPAF grant cultural services agreement. She will be working with the Galway School to produce a book. It will be a community-wide effort. Proceeds of sales of the book will be divided between the Library (50%) and the School (50%). Jim said we should have a signed contract with the school concerning this project. John Sutton will be contacted for help. Arlene made a motion to authorize Regina to sign the agreement, contingent on receipt of a signed contract from the school. The motion was seconded and carried.
- Regina is looking into the NYS Deferred Compensation Plan as an additional and optional retirement program for employees. There is no monetary cost to the Library for this program, just bookkeeper time. Regina will check and see if the employees are interested and she will ask SALS about the program.

Standing Committee reports:

Buildings and Grounds - The possibility of a replacement carpet for the Library is being investigated.

Finance - A proposed budget for the upcoming year, prepared by the Finance Committee, was considered. There were questions about monies for an additional clerk and for publicity. As written, this budget would include a 12.6% increase in the tax levy. Jim will check out questions concerning the procedures if we exceed the 2% tax levy increase. Kevin made a motion to accept the budget draft for now. The motion was seconded and carried.

Arlene made a motion to adjourn for an executive session to discuss a specific personnel matter. The motion was seconded and carried. Executive session began at 8:15pm. Arlene made a motion to return to the regular session. The motion was seconded and carried. Return to regular session at 8:40 p.m.

Long-Range Planning - There was nothing new to report. Sue, Fred, Jim, and Regina will attend a meeting with school representatives on January 18.

Personnel - Margie made motion to draft a letter for library clerk Ivan Skomp offering him up to one month's unpaid leave. The motion was seconded and carried. Arlene made a motion to hire Laura Sheehan as a substitute library clerk, effective immediately, for \$8.00/hr. The motion was seconded and carried.

Public Relations/Marketing - The Volunteer party was discussed. Arlene asked for volunteers to help set up and to provide refreshments for the February 11 volunteer reception. The PR Committee will be meeting the second Wednesday of each month.

Friends of the Library Report - No report given.

Correspondence - None.

Old Business -

- Policies - general discussion of Fred's Library policies' review. Security guidelines should be added to the Library Protocol policy. Final discussion of the security guidelines will be deferred to the next meeting. The addition of a clause on equipment loans to the building use policy is to be considered.
- On-line Library donation system - must be approved, details to be arranged.
- Margie reported what she had heard from a former USEPA chief about the need for a preliminary assessment of possible site contamination for a library site under consideration and about the use of Brownfield's monies.
- Discussion about encouraging the School Board to move as quickly as possible in their consideration of a new library being built on school property.

New Business - None.

Arlene made a motion to adjourn the meeting at 9:10 pm. The motion was seconded and carried.

Margie Prasek, Secretary