

Minutes of the Galway Public Library Board of Trustees Meeting
Serving the Central School District
Wednesday, February 1, 2012

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

The meeting was called to order by Sue Stewart at 7:00 pm.

Arlene made a motion to accept the minutes from 12/7/11 as sent out. The motion was seconded and carried.

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

- Arlene made a motion to approve the checks, petty cash, petty checking and PO's as listed. The motion was seconded and carried.
- There was a discussion as to whether Regina should be listed as a "Salaried Employee". Jim will check more into this.
- The "Financial Statements and Independent Accountant's Review" from our CPA was passed out. We have a fund balance of \$5,700 for the 2010-2011 fiscal year. The Finance Committee will make suggestions as to the best use for this money. It was also suggested that the Finance Committee should get together and do an internal audit.
- A system for keeping purchase records has been worked out which allows for each purchase to be tracked.
- Arlene made a motion to allow Jim to sign the paper attesting to the truth of our financial statements. The motion was seconded and carried.

Director's Report - is on file.

- Our circulation statistics show an increase in library usage. This might be due to increased Interlibrary Loans which were a result of our current, more liberal ILL borrowing policies.
- Mr. Kimball's approval to buy a Kindle - it was decided to go ahead and purchase two Kindles now. Mr. Kimball will be consulted at the same time. We have the LSLA grant to pay for the Kindles if necessary.

Standing Committee reports:

Buildings and Grounds - The possibility of a replacement carpet for the Library is being investigated. Dusty Rhodes has suggested to build a wooden snow-fence to replace the plastic one which is cracking. This could be an art project for children to decorate the panels. Dusty will research the costs. Kevin made a motion for Dusty to buy the materials for this up to \$100.00. The motion was seconded and carried.

Finance - See above. We are required to file a report as to what our tax cap will be and what this amount is based on. This should be presented to the state before approving next

year's budget. Fred made a motion to adopt a resolution to indicate we are probably going to be asking for more than the 2% limit. It was decided to use version #1 of the suggested wordings. Margie will type up a copy of the resolution, sign and file it. (See attached copy of resolution.) The resolution was approved by a 6:1 vote. Arlene made a motion to allow Sue to sign the property tax cap limit form to the State. The motion was seconded and approved.

Long-Range Planning - Sue reported on the meeting held with the school's attorney. Sue, Fred, Jim, and Regina attended that meeting. It is important that everyone is made aware of what is going on at the various meetings, who is attending which meetings, and what their charge is while attending the meetings. A summary of meeting highlights should be written up for everyone on the Board. There will be a LRP committee meeting on Monday, February 13.

Personnel - Reminder that we need Amanda's resignation paperwork.

Public Relations/Marketing – Report is filed along with a report on the SALS PR workshop attended by Arlene and Regina on January 10. Supplying refreshments for the Volunteer party was discussed. Regina will design a new header for our website - to be approved by the PR committee. A suggestion was made to encourage the Friends to have their own website. Regina could create one for them to use as a template. We could give the Friends our mailing list. Having a Friend's website would allow statements to go out which the Library itself could not legally disperse (e.g. vote "yes" rather than just "vote"). A PRC meeting will be held on Wednesday, Feb. 8, 2012, at 6:30 pm.

Policy committee, ad hoc - No report.

Friends of the Library Report - No meeting due to a snow cancellation.

Correspondence - none

Old Business -

- \$1000 was removed from the proposed budget for 2012-2013- one less newsletter will go out per year. Jim will send out the revised new budget for approval. The budget must be finalized at least 30 days before the Library vote (e.g. at the April 4 meeting).
- Open meetings – Arlene, Fred and Jim will look into the new requirements to make sure we remain in compliance.
- There should not be more than 3 persons from the Board attending any meeting; otherwise it becomes an official Board meeting.
- Land issues will be discussed at Thursday's School Board meeting. We need more information. We should be asking what kind of architectural feasibility study should be undertaken.
- Creation of a Foundation - we should ask John Sutton to a Board meeting to discuss setting up a foundation. Sue will arrange this.
- Margie made a motion to hold the Library vote in the Library, Tuesday, June 5, 2012, from 1pm – 8 p.m . The motion was seconded and passed. We must approve the appointment of election workers at a later date.
- On-line library donation system - Arlene will check more into this. Margie will help to review and summarize the information gathered.

- Charities Bureau Registration. Arlene will try to get someone to finish the work begun by Jim as he is unavailable for this right now.

New Business - The question of whether to increase the Board size from 7 to 9 members was discussed. Further discussion needed.

Fred made a motion to adjourn the meeting at 9:30 pm. The motion was seconded and carried.

Margie Prasek