

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

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

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

John Sutton spoke to the Board about foundations and the pros and cons of creating one for the Library. A capital fund committee could also be formed by the Friends.

Margie made a motion to accept the minutes from 3/7/12 as sent out. The motion was seconded and carried.

Treasurer's Report - No report.

- Kevin made a motion to accept the petty cash as listed. Margie made a motion to approve the PO's as listed. The motions were seconded and carried. Arlene made a motion to approve the checks as listed with a review. The motion was seconded and carried.

Director's Report - is on file.

- Regina suggested we change the Library hours on Mondays to 10am to 4pm (winter) and 10am to 6pm (summer). Arlene made the motion to do so and the motion was seconded and carried.

Friends of the Library Report - Margie reported on the Friend's Board meeting from March 20, 2012.

A resolution was drawn up for Regina to go ahead and make a formal request to change the Library's status from a provisional charter to an absolute charter. Arlene made a motion to accept the resolution as presented and another to authorize paying the fee for this action. Both motions were seconded and carried unanimously.

Standing Committee reports:

Buildings and Grounds - No report. Has not heard anything about the future shed. We should consider using wood chips, gravel, or indoor-outdoor carpet in the back area of the Library in the summer. Kevin will check prices.

Long-Range Planning - No report.

Personnel - No report.

Public Relations/Marketing - Regina will make book marks to pass out with circulated materials before the election to remind people of the upcoming election. Margie will

check with the Friends if they will pass out election reminders at the Memorial Day book sale.

Policy committee, ad hoc - Fred will be calling a meeting soon. Fred will draft a policy to cover open meetings. Margie will post the meeting notices around town beforehand.

Correspondence - None.

Old Business -

- The petitions for trustees are going out. We should identify the attributes we need in a new trustee and any possible candidates. Phyllis Keeler asked if she could be on the Board if she would not be here for 3 months each year. It was determined that that would be acceptable under our policy.
- We should look into finding other legal council for Library matters which concern the local school.
- Budget resolution: Arlene posed the question of whether to increase the clerk's base pay rate to make it more competitive in today's job market. Our budget figures must be posted at least two weeks prior to the public meeting. A special meeting to approve the budget will be held next week (4/10/12) in the Town Hall. We will take up the matter of approving a new clerk's position after the budget vote.
- Kevin drew up a letter to the school board addressing the issues of the school garage-site property. Changes were made to the letter and Sue will sign it.
- Regina made a suggestion that we consider dividing the future Library between the Dockstadter property and the current location. It was suggested that Sue and Kevin will speak to Chuck as to whether there is room for negotiation of his current stated price and if he is accepting offers at the present.
- Charities Bureau Registration - Marsha Boelio is working on this.

New Business -

- Sue suggested we renew the mission statement, with input from the designated persons concerned, Jim - finance, Arlene - public relations, Kevin - facilities, and Margie - personnel. Input is required for the next scheduled meeting.
- A discussion was started as to whether we should reclassify the Library Director's title from an hourly wage to a salaried employee. We will be reviewing the Director's salary within the next two years.
- "Movies in the Park" - Regina suggested we sponsor a 'Movies in the Park' program this summer. The Galway Town Board is in favor of this and will put up notices for us on their sign board. The Library will supply the screen. Arlene made a motion for us to set up this program. The motion was seconded and carried.
- It was agreed to pay Jim Best \$775 for a ceramics class in the park. This will be five sessions for five weeks. Adults will be charged materials fees.
- Regina will continue work on a Library donations page for the Library website.
- Arlene made a motion to accept Tatyana Versaggi's resignation as an acting clerk, effective 2/9/13. The motion was seconded and carried.

- Arlene suggested that next year we hold the volunteer reception on the week before Valentine's Day (as it was this year). We should all make an effort to be there.

Margie made a motion to adjourn the meeting at 10:00pm. The motion was seconded and carried.

Margie Prasek