

Minutes of the Galway Public Library Board of Trustees Meeting  
Serving the Central School District  
Wednesday, December 7, 2011

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

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

Arlene made a motion to accept the minutes of November 2, 2011. The motion was seconded and carried. The minutes from November 18, 2011 were amended to include the dates for Tatiana Versaggi (she worked as of 11/18/11 to cover Kathy Wynn). Margie made a motion to approve those minutes. The motion was seconded and carried. Arlene made a motion to approve the minutes of December 5, 2011. The motion was seconded and carried.

Galway Get-together. Mary Cuff-Perez went over the problems she is having putting out the Get-Together. She needs more contributors and someone to go to the Town Meetings. She also needs more local organization contacts. She could use someone to write an article occasionally. Margie will print out 100 copies of the Get-Together for distribution.

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

- Jim presented the checking details for Amanda.
- Fred made a motion to approve the petty cash log, the petty checking log, and the check registry. The motion was seconded and carried.
- Fred made a motion to approve the Library's acceptance of stock donations, to be sold immediately and the funds reinvested. Arlene made a motion to approve the transfer of stocks with two Board members (with signatory rights) present. Both motions were seconded and carried.
- Jim made a motion to accept the donation of stocks from Stu Kimble and to have the Adirondack Trust liquidate the stocks. The motion was seconded and carried.

Sue suggested setting up a separate meeting to discuss the 2011-2012 budget. . The meeting was set up for Wednesday, Dec. 14, 2011 at 4:00 pm. The aim is to have the budget approved by March 2012.

Director's Report - is on file.

- SALS will no longer be supporting computers older than 5 yrs.
- Regina proposed hiring Len Power as a sub-clerk. Jim made a motion to hire Len as a sub-clerk at \$8.25/hr. effective December 6, 2011.
- Arlene made a motion to hire Derrith Hurst as a temporary bookkeeper starting January 1, 2012. She will be trained as soon as possible.

- There was a discussion of whether to advertise for the bookkeeper position in a newspaper. It was agreed we must check on current bookkeeper pay rates first. Margie made a motion to advertise the position for a one-week period as soon as rates were determined. The motion was seconded and carried.
- Arlene made a motion to approve the proposed Holiday schedule for 2012. The motion was seconded and carried.
- Bob Thorpe wishes to run a raffle of a polar bear Christmas ornament. It was suggested he run the raffle himself and donate the proceeds.
- There was a discussion on getting a virus protection program for the Library. Margie said this could be downloaded for free from Roadrunner/Time Warner.

Standing Committee reports:

*Buildings and Grounds* - Kevin reported the installation of the snow shields in front of the Library by Dusty Rhodes and himself. Snow removal and sanding was discussed. Kevin will contact Tim Vandenburg about the sanding and getting sand from the Town Hall complex. Kevin will also research options concerning carpet protectors for the Library. Kevin has been trying to reach Tim Flinton concerning furnace upkeep. Kevin has not had a response so he will research possible replacements.

*Finance* - The budget for the upcoming year is being constructed. Report on file.

*Long-Range Planning* - There was no meeting, but the work is ongoing. Sue will attend the next School Board meeting. Margie is investigating the procedures to deal with a possible site contamination at the old school bus garage site.

*Personnel* - There was a Personnel Committee meeting on November 21, 2011. The minutes of this meeting are on file.

*Public Relations/Marketing* - Arlene said for everyone to mark down the date (February, 11, 2012, noon to 2:00 pm) for a volunteer recognition party. We must decide whether to use postcards for invitations.

Friends of the Library Report - Margie gave an overview of the November 2011 meeting of the Friends of the Library.

Correspondence - None.

Old Business -

*Long-Range Planning* - The vision and mission statements will be updated in January.

*Personnel Policy* - Arlene made a motion to accept the Personnel Policy as it now stands. There was a discussion explaining the vacation hours. The motion was seconded and carried.

*Public Relations/Marketing* - Arlene made a motion to grant the Galway Preservation Society blanket approval to reprint parts of the *Story Quilt* in the Preservation Society Journal on an as-needed basis and with attribution. The motion was seconded and passed.

New Business -

- Fred will be heading up an ad hoc policy committee.

- The donation of stock was discussed. (see above).
- Arlene suggested we take Amanda to lunch before she leaves. Arlene will check into a possible date.

Margie made a motion to adjourn the meeting at 9:15 pm. The motion was seconded and carried.