

Minutes of the Galway Public Library Board of Trustees Meeting
Serving the Galway Central School District
Wednesday July 6, 2011

Members Present: Fred Baily, Kevin Hertzell, Jim Hodsoll, Margie Prasek and Christina Sowle,
and Arlene Rhodes (arrived late)

Also present: Regina Doi, Library Director and Nanci Wilson from the Friends of the Library

Absent: Sue Stewart

The meeting was called to order by Vice President Christina Sowle at 7:07 pm.

Oaths of office were given to Kevin Hertzell and Fred Baily. Notarized by Nanci Wilson.

Jim made a motion to approve the minutes for June 15 as amended. The motion was seconded
and carried.

No visitors.

Election of Officers- Nominating chair Margie Prasek read the list of nominees: President, Sue
Stewart; Vice President, Kevin Hertzell; Secretary, Christina Sowle and Chief Financial Officer Jim
Hodsoll. There being no dissent acting secretary Margie Prasek cast one vote for the slate. The
running of the meeting was turned over to Vice President, Kevin Hertzell and Christina Sowle,
Secretary began to record the minutes.

Treasurer's Report on file for audit. Margie made a motion to approve the payment of the
check register, petty cash log, petty checking log and purchase order log. The motion was
seconded and carried.

Jim provided some information about setting up generic email accounts for officers as well as
beginning a Galway Public Library Board Group which would provide email alerts to subscribers
of upcoming business items.

It was mentioned that a MSDS book should be developed for all chemicals used on site.

The Report of Director Regina Doi is on file.

Regina shared with the Board that SALS has set aside scholarship money for an individual from
each library to attend PLA National Conference in Philadelphia 03/13/2012-03/17/2012.

REPORT OF STANDING COMMITTEES

Buildings and Grounds Report is on file

Finance Committee No report

Jim suggested that the purchaser and receiver of items for the library should not be the same individual. In the future another staff member will be asked to review deliveries along with Regina before passing the invoice on to the bookkeeper.

Long Range Planning - No Report

Kevin is working on developing an operating budget for a new facility

Personnel Report is on file for audit. Work continues on the Personnel Policy.

Public Relations – No Report

Friends of the Library - ticket sales for the picture raffle are going strong. Marlous Carter has donated a lap quilt which is also being raffled off. Family Fun Day was very well attended. The Friends have decided to donate the mini golf game to the school since it is too big for them to transport. There is a collection jug for pennies with a goal of obtaining enough pennies to span one mile.

No correspondence.

OLD BUSINESS

Kevin made a motion to accept Ivan Skomp as cleaner for the library at the clerk rate of \$8.25 an hour for 1 ½ hours each week. The motion was seconded and carried.

Jim made a motion to change the title of bookkeeper to treasurer and the treasurer title to Chief Financial officer. The motion was seconded and carried. Jim amended the motion to change the title of treasurer to chief financial officer and maintain the existing position and title of bookkeeper. The motion was seconded and carried.

Arlene Rhodes arrived.

Security guidelines policy was reviewed and will be adopted and added to the protocol policy once the entire protocol policy is reviewed and updated.

Record retention and electronic backup is progressing there is a volunteer coming in a couple of times each week to digitize past Board meeting minutes. Jim informed the Board that there will be electronic back ups in three areas: archives on the library website, hard disk at the library and the google documents website.

Arlene made a motion to approve 2 % salary increases for staff for the 2011-2012 budget year. Raises will be granted to employees who are given satisfactory performance reviews. Raises will be granted on the anniversary of the employees hire date.

Library Float The President should assign a committee to do the float for the Memorial Day Parade. (possibly Deb LaBreche or Barb McKean) Safety of throwing candy from the float was discussed.

Volunteer Party – to be held at the end of the summer reading program Saturday August 20.

Donations – Jim is still in the process of completing the charities bureau registration. Jim and Regina will try to determine if the online donation site is dependent on the charities bureau registration.

NEW BUSINESS

Library Legal and Regulatory Requirements

A date of September 21 has been set for Arlene (and Sue) to conduct a workshop meeting to share legal and regulatory information learned from various workshops with other members of the Board.

New site for library operations

No new information on Carpenter House. Galway Town Hall Supervisor Hargrave does not feel there is space available but will ask the Town Board. Galway Central School District is willing to discuss the possible sale of land.

Reformulate Long Range Planning Committee Postponed until Sue returns.

Finance and Budget

Year end accounting is being handled by Jim and should be filed by the end of August.

Property insurance update is being handled by Regina who is waiting for additional information from SALS.

Christina made a motion to approve the Bank signatories as Margie Prasek, Jim Hodsoll and Sue Stewart for the ING accounts and Arlene Rhodes, Jim Hodsoll, Sue Stewart and Margie Prasek on the Ballston Spa National Bank accounts. Motion seconded and carried.

Arlene made a motion to designate the Daily Gazette as the official paper of record for the Galway Public Library. Motion seconded and carried.

At 9:30 Arlene made a motion that we move in to Executive Session to discuss a personnel matter. Motion seconded and carried. Arlene made a motion at 9:50 to return to regular session. Motion seconded and carried.

Margie made a motion to adjourn at 9:51. The motion was seconded and carried.

