

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

Members Present - Sue Stewart, Christina Sowle, Jim Hodsoll, Julie Pasieka, Arlene Rhodes, Kevin Hertzell and Margie Prasek. Also Present - Library Director Regina Doi, Ann David from Friends of the Library and visitor Dennis Ceparano.

The meeting was called to order by President Sue Stewart at 7:02 pm.

Arlene made a motion to accept the minutes of the March 2nd, 2011 meeting. The motion was seconded and carried.

Visitor Recognition and Questions – Laura Sakala was unable attend but her letter to the Board regarding library sponsorship of school clubs held on school property was read (see correspondence).

Dennis Ceparano inquired about the collection of fines and whether or not the library would be changing how many books could be borrowed at one time. Regina responded to both questions.

Treasurer's Report – Report is on file for audit. Christina 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.

The Report of Director Regina Doi is on file.

Reports of Standing Committees

Building and Grounds – No report. Dusty and Benno added sand to the sinkhole and Dusty feels that the bush on the corner of the library is preventing the plowing from being done as far back as it could be.

Finance – No meeting/report.

Long Range Planning – No meeting/report. The Steering Committee did meet.

Personnel – No report. Evaluations are coming up.

Public Relations/Marketing – No report.

Friends of the Library Report – The Friends enjoyed having Sue Stewart at their meeting. Jon Prasek will be joining the Friends Board. Taste of Chocolate is scheduled for October 15th. There was concern about content on the children's Nook which Regina has addressed.

Correspondence - Letter from Laura Sakala regarding library sponsorship of school clubs held on school property.

Kristy Dabrowski email regarding school partnership with the library.

Trustee Meeting information.

Old Business

Arlene made a motion that we adopt the budget as proposed. The motion was seconded and carried.

Review of Policies - Margie will write them up under Personnel Policy.

Articulate Committee Goals - There was discussion of using a survey for the Long Range Planning Committee.

Record Retention and Electronic Backup - Regina is scanning invoices coming in and policies and charter are electronic. It will continue to be worked on and in time will be complete. Regina will report when it is done or if help is needed.

Charities Bureau Registration – Jim is waiting for some of his questions to be answered and hopes to be ready to file soon.

Library Foundation - Sue met with the Friends to discuss.

Online Library Donation System – Regina will resend the link and password to the model and will add a reminder for people donating to check to see if their employer will match their donation.

Projected Budget for New Library – Sue and Arlene will look for the one that was previously created.

Support for Poet Laureate – Sue will go to George Hargrave to get approval of the recommendation.

Galway Get Together – Regina sent out an example to the Board and needs to check with John Sutton regarding the verbiage on liability. Arlene made a motion to approve the concept and to ask that Regina get back to us at the May meeting. The motion was seconded and carried.

New Business

Arlene made a motion to approve Regina having signed the payroll checks on March 16th, 2011. The motion was seconded and carried.

Election Preparations – President’s Letter; Kevin will research what the tax increase would be based on median home values and get back to Sue.

Arlene made a motion that the public meeting regarding the budget be held on Wednesday May 25th at 7 pm. The motion was seconded and carried.

Approval to Rollover BSNB CD – Margie made a motion to invest \$20,000 in a higher rate CD. The motion was seconded and carried.

Christina made a motion that the Open House and Volunteer Recognition event both be held on Memorial Day. The motion was seconded and carried.

Long Range Planning Committee – Sue will email the Board with recommendations.

Fire Department – To be discussed at next meeting.

Update Long Range Plan – An online survey will be created.

Barnes and Noble Bookfair – Regina will follow up.

Fund Raiser by Jim Thorpe - The Board will wait for the Friends to get back to us.

Capital District Library Consortium Grant – Margie to research pay rates.

Laura Sakala Proposal – Further information is needed.

Regina is to respond to Kristy Dabrowski regarding her email.

Carson Block Workshop – Regina and Margie attending.

Library Trustees Meeting – Sue and Arlene plan to attend.

July 6th Board Meeting – If Sue is still President then Christina will chair the meeting while Sue is away.

Margie made a motion to adjourn at 9:13 pm. The motion was seconded and carried.