

Minutes of the Galway Public Library Board of Trustees Meeting
Serving the Galway Central School District
Wednesday, February 9th, 2011

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

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

Jim made the motion to accept the corrected minutes of the January 5, 2010 meeting. The motion was seconded and carried.

Treasurer's Report – Report is on file for audit. Arlene made the 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 2011-2012 Budget Draft 3 was distributed.

The Report of Director Regina Doi is on file.

Reports of Standing Committees

Building and Grounds – No Report.

Finance – Report is on file. There was a lengthy discussion of the budget with ideas for Jim to take back to the Finance Committee.

Long Range Planning - The report from the LRPC meeting held on January 31st, 2011 is on file. Christina made a motion to have a subcommittee meet with the Dockstader Trust to review plans. The motion was seconded and carried. Christina made a motion to have a subcommittee approach the village and town about what zoning restrictions would be in effect on the land site within the village. The motion was seconded and carried.

Personnel - The report from the Personnel Committee meeting held on January 27th, 2011 is on file. Arlene made a motion to approve proposed changes in job descriptions that delete hours and revamp the library assistant position. The motion was seconded and carried. Arlene made a motion that the revised security line be added to library protocol. Arlene made an amended motion to approve changes to the security guideline as discussed. The motion was seconded and carried. Approval of Protocol has been tabled. Christina made a motion to approve the appointment of Cassandra and Matthew as substitute clerks. The motion was seconded and carried.

Public Relations/Marketing - There was no meeting/report.

Friends of the Library Report – The Friends are planning the next “Taste of Chocolate”. The Friends are buying the rug and nook. The Friends will discuss the bulk mailing permit at the next meeting. On the Library Wish List are 1,000 slip-on book covers for

kid's books which would cost \$390 and a cover and bag for the nook which would cost \$40. This will be discussed at the next Friends meeting as well.

Sue discussed the Library Foundation and will attend the Friends meeting in March to discuss fundraising with them.

Correspondence – None.

Old Business

The Oath of Office for Kevin Hertzell was re-conducted with a 2011 date. Kevin also attended the library orientation.

The Personnel Committee will review the work schedule and staffing plan for 2011.

Review of policies: security policy, position guides, keys and alarm code, and time clock were tabled.

Articulating Committee goals for this fiscal year was done by the Long Range Planning Committee. The Public Relations/Marketing committee will do this in the future.

The Long Range Planning Committee will work on a time line for land purchase. The Board needs to see a projected budget for a new library.

The election will be held the first Wednesday in June (June 1st) and the Board meeting will be held on the second Wednesday in June (June 8th).

Bulk Mailing Permit has been resolved.

Approving Friends gifts; The Director is to advise the Board on what she is asking for from the Friends.

Arlene and Sue will attend the March 1st NYLA Lobby Day.

Record Retention and Electronic Backup – Held until Jim is present.

Charities Bureau Registration – Held until Jim is present.

Library Foundation – Tabled

Retirement system membership clarification – has been resolved.

January annual report for SALS and NYS – Regina reports that it is almost completed and is due the 20th.

On-line library donation system – Tabled

Google Ad Words – Tabled

Selling books on-line – Tabled

New Business

Budget – Finance report and schedule for completion is done.

Notary Service – Decided against.

Margie made a motion to approve that the Galway Public Library Writer's Group sponsor the establishment of a Poet Laureate for Saratoga County. The motion was seconded and carried.

School budget committee use of of the library – Regina will advise them that we do not have room.

Items for Friends Wish List – approval was given for continuing addition.

Christina made the motion to adjourn at 9:56 pm. The motion was seconded and carried.