

Minutes of the Galway Public Library Board of Trustees Meeting
Serving the Galway Central School District
Wednesday, January 5th, 2011

Members Present - Sue Stewart, Christina Sowle, Jim Hodsell, Julie Pasioka, Arlene Rhodes, and Kevin Hertzal. Absent - 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 6:56 pm.

The Oath of Office for New Board Member Kevin Hertzal was conducted by President Sue Stewart. The Oath was signed and is on file. Orientation will be scheduled.

Arlene made the motion to accept the minutes of the December 1, 2010 meeting as presented. 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 Report of Director Regina Doi is on file.

Reports of Standing Committees

Building and Grounds - The snow barriers are up, the desk has been removed from the shed and the sand container is in place. Volunteers will be stopping by to sand and Paul Lockwood has plowed.

Finance - There was no meeting/report.

Long Range Planning - The report from the LRPC meeting held on January 3rd, 2011 is on file.

Personnel - The report from the Personnel Committee meeting held on December 21st, 2010 is on file.

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

Friends of the Library Report - There has not been a meeting since the November Book Sale. The Friends have approved the purchase of a scanner, a network router switch and shelving.

Correspondence - Covered in new business.

Old Business

Articulating committee goals for this fiscal year – The Public Relations/Marketing committee is to report to the Board at the February meeting.

Review of personnel policies will be done upon Margie's return.

Record retention and electronic backup - Regina is scanning all materials coming in now.

Charities Bureau Registration - Jim is working on it.

Library Patron Conduct - Regina will do some research and draft a policy for the Board to review.

New Business

Library Foundation – Sue will follow up with John Sutton.

Staffing and Library Assistant Hours – Regina will meet with the Personnel Committee and communicate with the Board at the next meeting.

Retirement system membership clarification – further information is needed.

Library Shelving – The Friends approved the purchase of shelves and Regina is pursuing it.

Library Furniture (rug) – The Friends will discuss at the January meeting.

Arlene made the motion to approve the use of a link in the email newsletter, on the website and for a notice in the newsletter for a Wish list of material donations. The motion was seconded and carried.

Setting of Election Date – Regina will check on potential dates with Town Hall.

Arlene made the motion that we use paper ballots in the June 2011 election. The motion was seconded and carried.

Christina made the motion that we stay with a once a year, eight page paper newsletter. The motion was seconded and carried. The Friends will get a bulk mailing permit.

On-Line Library Donation System – Regina to research.

Google Ad Words – Regina to research.

Selling of books online – To be discussed with the Friends.

Calendar of Business – Board members to add tabs to their binders to include the calendar of business.

January annual report for SALS and NYS – not available yet.

Arlene made the motion that we direct our President Sue Stewart to approve our signing on for the SALS joint automation project. The motion was seconded and carried.

Arlene made the motion that we allow Regina to publish the Story Quilt on the SALS/Overdrive website. The motion was seconded and carried.

Arlene made the motion that we allow the Girl Scouts to use the library. The motion was seconded and carried.

Christina made the motion that we give permission for the Galway Women's Club to meet at the Library on January 17th, 2011 to present "Galway Before the Fire". The motion was seconded and carried.

Time Clock – The personnel committee will continue to investigate.

Christina made the motion to adjourn at 8:42 pm. The motion was seconded and carried.