

Minutes of the Galway Public Library Board of Trustees Meeting  
Serving the Galway Central School District  
Wednesday, June 15th, 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 7:05 pm.

Jim made a motion to accept the corrected minutes of the May 4th, 2011 meeting. The motion was seconded and carried. Margie made a motion to accept the corrected minutes of the May 25<sup>th</sup>, 2011 meeting. The motion was seconded and carried.

Treasurer's Report – Report is on file for audit. All Board members agreed to move ahead with investing the retirement monies that were in a CD into a four year BSNB CD as approved in a motion at the May 4<sup>th</sup>, 2011 meeting.

Margie made a motion to approve the payment of the check register, petty cash log, petty checking log and the purchase order log. The motion was seconded and carried.

The Report of Director Regina Doi is on file.

Jim made a motion to approve the appointment of Ivan Skomp as library clerk.

Jim made an amended motion to approve the appointment of Ivan Skomp as library clerk effective 6/8/11 with a 60 day probationary period at the rate of 8.25 per hour. The motion was seconded and carried.

Arlene made a motion to rescind the appointment of Ivan Skomp as substitute clerk. The motion was seconded and carried.

The Board wishes to thank Christine for manning the Memorial Day Open House.

#### Reports of Standing Committees

Building and Grounds – Arlene reports for Dusty that there was an attempted break-in at the library on Thursday May 19<sup>th</sup>, 2011 and a police report was filed.

Finance – The next meeting will be held on June 29<sup>th</sup>, 2011.

Long Range Planning – No meeting/report.

Personnel – No meeting. Personnel items will be addressed in New Business.

Public Relations/Marketing – No meeting/report.

Friends of the Library - Ann reported on the success of the Book Sale.

Correspondence – None.

#### Old Business

Cleaning of the Library – Regina will do research to find out who cleans other local businesses and will also let Dusty know who to contact regarding the cleaning of the carpet.

Review of Policies – Margie will circulate information for discussion at the July Board meeting.

Christina made a motion to allow one employee to start their shift (with the library door closed) 15 minutes before the library open time to get the library ready to be operational at the open time. Arlene and Jim opposed the motion and Kevin abstained. The motion was seconded and carried.

Record Retention and Electronic Backup – Nothing new to report.

Online Library Donation System – Regina is resending the demonstration link to the Board.

Charities Bureau Registration – Jim will work on it.

Projected Budget for New Library – There is an old version and a new one is not being worked on yet.

Sponsoring School Activities – Sue will address with the necessary parties.

#### New Business

Establishing Board for New Year – Kevin, Sue and Fred need to be sworn in and Margie and Sue will form the Nominating Committee.

#### Personnel

Approve Summer Employee – Was completed at the last meeting.

Personnel Status – It was agreed that this was an old issue and is no longer applicable.

Arlene made a motion to accept the placement of an employee through Saratoga Youth Services/One Stop. The motion was seconded and approved. It was noted that the Board approved this at the last meeting as well.

Jim made a motion to give Deb time off at the clerk status. The motion was seconded and carried.

Policy on Vacation – Margie will meet with the Personnel Committee to create another version.

Jim made a motion to accept Stephanie's resignation effective as stated in her resignation letter. The motion was seconded and carried.

Salary Raises – Jim will research what was built in to the budget.

Margie made a motion to grant Deb Flint a 2% raise effective June 23<sup>rd</sup>, 2011. The motion was seconded and carried.

Library Legal and Regulatory Requirements – A workshop meeting will be held in the fall.

New Site for Library Operations – Discussion was held on the status of the Carpenter house and the Town Hall property. Sue will request an extension from Butler Rowland and Mays.

Reformulate Long Range Planning Committee – Task groups need to be created. Regina will set up an online survey.

Finance-  
Request for Tax Levy from School – Regina completed.

Year End Accounting – Forms need to be filed.

Operating Budget – See subject under Long Range Planning.

Property Insurance Update – Regina to take care of.

Resolution on Bank Signatories – Will be completed in July.

Reinvestment – No action.

Horse Programming – Arlene made a motion to approve the expenditure of \$25 for an insurance rider for the Todd Farm program. The motion was seconded and carried.

Volunteer Recognition – To be addressed at the next meeting.

Jim will reach out to Amanda to discuss the changing of her title.

Arlene made a motion to thank Julie Ford Pasieka for the good work that she did for the Board. The motion was seconded and carried.

Margie made a motion to adjourn at 9:29 pm. The motion was seconded and carried.