

Minutes of the Galway Public Library Board of Trustees Meeting
Serving the Galway Central School District
Wednesday, March 2nd, 2011

Members Present - Sue Stewart, Christina Sowle, Jim Hodsoll (via remote access), Julie Pasieka, 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 7:01 pm.

Arlene made a motion to accept the corrected minutes of the February 9th, 2011 meeting. The motion was seconded and carried.

Treasurer's Report – Report is 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.

The amended Report of Director Regina Doi is on file.

Reports of Standing Committees

Building and Grounds – No Report.

Finance - The report from the February 16th, 2011 meeting is on file.

Long Range Planning – The Long Range Planning Committee met on March 2nd, 2011. Christina made a motion to approve spending up to \$2000.00 for three feasibility studies to be completed by Butler, Rowland and Mays. The motion was seconded and carried.

Personnel – The report from the February 21st, 2011 meeting is on file.

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

Friends of the Library Report – Ann David reported that we could potentially use the voting machines at Town Hall. There was discussion about the risk of there not being enough paper. Ann reports that Eileen Fontanella will be the Chair for the 2011 Taste of Chocolate. Julie Pasieka will replace the damaged bungees for the tent. Planning has started for the Family Fun Day event.

Correspondence – None.

Old Business

Christina made a motion to approve the Personnel Committee's recommendation to dissolve the Library Assistant position effective Monday April 4th, 2011. The motion was seconded and carried.

Christina made a motion to approve that there be no salary increases for the 2011-2012 fiscal year. The motion was seconded and carried.

Arlene made a motion that the Library staff use a sign-in sheet to record their times worked. The motion was seconded and carried.

Review of Policies will be covered at our next meeting.

Articulating Committee Goals will be put on hold.

Record Retention and Electronic Backup will be covered at a later date.

Charities Bureau Registration – Jim has received the letter of determination and will proceed with registration.

Library Foundation – Sue will discuss this with the Friends at their March 15th meeting.

Retirement System Membership was clarified at our last meeting.

January Annual Report for SALS and NYS was received.

Margie made a motion that Regina sets up a Pay-pal account for donations. Jim made an amended motion that Regina sets up an example of a Pay-pal account for donations so that the Board can see a model of the online donation system. The motion was seconded and carried.

Christina made a motion that we go ahead with using Google Ad Words. The motion was seconded and carried.

Selling books online – Sue will discuss at the Friends meeting.

Projected budget for the new library will be discussed upon Jim's return.

Support for Saratoga County Poet Laureate – It was suggested that a committee of one person from each library be created to select the poet.

New Business

Galway Get Together – To be discussed at next meeting.

Christina made a motion that the Board approves the recommendation to appoint Cassaundra Tusing as an additional clerk effective March 14th, 2011 at a minimum of 2 hours per week at the rate of 8.25 per hour. The motion was seconded and carried.

Creating a policy on how to sub for the director was deemed unnecessary.

Election Preparations – Regina will work on the newsletter and will advise the Board if she needs assistance. Sue will write a letter for the newsletter.

Arlene made a motion that we participate in the Barnes and Noble Bookfair in the name of the Galway Public Library. The motion was seconded and carried.

Arlene made a motion that we move the maturing Capital CD and put it into the checking account. The motion was seconded and carried.

Budget – There was a tentative agreement that Draft 7 is the budget that the Board will accept. Jim will advise the Finance Committee of this.

Margie made a motion to approve the new staffing plan dated February 14th, 2011 which will take effect April 4th, 2011. The motion was seconded and carried.

Christina made a motion to adjourn at 8:47 pm. The motion was seconded and carried.