

Minutes of the Galway Public Library Board of Trustees Meeting
Serving the Galway Central School District
Wednesday, September 7, 2011

Members Present: Sue Stewart, Kevin Hertzell, Arlene Rhodes, Jim Hodsoll, Christina Sowle, Fred Baily, Margie Prasek. Also Present: Library Director Regina Doi and Ann David from the Friends of the Galway Public Library.

The meeting was called to order by President Sue Stewart at 7 p.m.

Arlene made a motion to accept the minutes as amended. The motion was seconded and carried.

Treasurer's Report – Report is on file for audit. Christina made a motion to approve the payment of the petty checking, petty cash, and the payments listed in the check register. The motion was seconded and carried. Documents have been received re: tax cap. There will be a webinar on Sept. 8, 2011, and any discussion of the tax cap will be deferred until after the webinar.

The report of Library Director Regina Doi is on file.

Reports of Standing Committees:

Buildings and Grounds: No report.

Finance: The meeting of the Finance Committee is on file.

Long Range Planning: The Long Range Planning Steering Committee met on August 18, 2011. It was suggested that the committee be divided into 5 groups - library design, grant research and writing, fund raising, building construction, and budget. The report of the Steering Committee is on file.

Personnel: The Committee met on August 15, 2011, to finish the review of the Personnel Policy. The report from this meeting is on file.

Public Relations & Marketing: More "brainstorming" is needed to elucidate the aims of this committee. Arlene will set up a meeting with Mary Lynn Kopper, Mary Kuykendal, Sue Stewart, and Regina.

Report of the Friends of the Library: Ann David.

- The August book sale raised \$448.
- Pat Silk resigned, leaving a vacancy on the Friend's Board.
- The Friends will pay Regina's expenses for the NYLA Conference in Saratoga in November.
- Barb McKean and Ann David will be organizing the Library participation in the Memorial Day Parade.
- The Taste of Chocolate will be organized by Eileen Fontanella. There will be a 50-50 raffle. Coffee will be served for free.

- Storage shed - Village zoning regulations are being investigated by Jon Prasek for the building of a second shed. The Friends plan to ask the Dockstader Trust for a partial contribution to this. This will be discussed further and brought to the Library Board.

Correspondence: Christina Sowle's letter of resignation from the library board was read. Arlene made a motion to accept the resignation with regret and with many thanks for Christina's good work on the library board. The motion was seconded and carried.

Old Business:

- Sue appointed Margie to be the liaison to the Friends Group.
- Christina made a motion to support the creation of a Library banner, soliciting community input for library services. The motion was seconded and approved.
- Charities Bureau - Jim will be submitting the Library's financial statement as soon as a new one is available.
- A motion was made by Kevin to approve soliciting online donations on the Library website. The motion was seconded and approved. Margie made a motion that the monies raised online to go directly to the Library. The motion was seconded and carried.
- Survey - Regina will summarize the results so far.
- Susan, Kevin, and Fred will review the Library's Long Range Plan. Any recommended changes/updates will be sent to the library board for approval.
- School Board Meeting - Arlene, Regina, Jim and Kevin attended the meeting on September 1. The school is willing to explore the possibility of locating a new public library building on school property. Superintendent LaBelle will contact the library when they have identified sites on school property that may be available for use by the library. It was suggested that a Library Board member attend upcoming School Board meetings, including workshop meetings. Jim will attend the September 22, 2011, meeting.
- Carpentier house - Beth Ruman, Village Clerk, will inform us if any paperwork comes through concerning the ownership of the Carpentier house.
- Arlene made a motion to direct Sue Stewart, library board President, to sign the SALS Plan of Service, contingent upon revisions to the section on underserved communities. Library names will be removed and replaced with the number of libraries and paragraph 5b will be removed. The motion was seconded and carried.
- Reports to the Board on the upcoming NYLA conference and the Legal and Regulatory Requirements workshop will be postponed until November.
- Kevin will research the cost of safety equipment needed to add chlorine to the water purifier and report his findings to the Board.

New Business:

- Based on Kathy Wynn's annual performance review, Arlene made a motion to approve a 2% raise for Kathy, effective August 19, 2011. The motion was seconded and carried.
- The Library is considering holding a Halloween Party for the town children. Regina will find out if other celebrations are being held in the Village. Arlene made a motion to support a Halloween Party and to pay two staff members for extra hours if necessary. The motion was seconded and carried.
- Regina will post the position on the library board, left vacant by Christina Sowle's resignation.
- Sue appointed Margie to serve as interim secretary to the Board.

Kevin made a motion to adjourn the meeting at 8:55 p.m.