

Galway Public Library, Minutes
Board of Trustees Meeting, Tuesday, August 7, 2012

Present: Fred Baily, Adam Belden, Kevin Hertzell, Jim Hodson, Phyllis Keeler, Mary Lynn Kopper, Arlene Rhodes, Sue Stewart, Library Director Regina Doi. Also present was Substitute Library Clerk Steve Flint. Absent: Margie Prasek

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

Substitute Library Clerk, Steve Flint gave a brief presentation on his proposal for selling donated books through Amazon, with the aim of generating extra revenue for the library. Jim and Arlene will review the proposal in more depth and present a recommendation to the Board at the September meeting.

Minutes Mary Lynn made a motion to approve the July 3 minutes as corrected. The motion was seconded and carried.

Treasurer's Report On file with the minutes.

- Adam made a motion to accept Jim's recommendation to let the Director select between options A and B for a new prescription plan as part of the Director's Health Insurance. The motion was seconded and carried.
- Arlene made a motion to approve the purchase of a Point of Sale system at the cost of \$354.89. The motion was seconded and carried.
- Jim will further investigate the possibility of having direct deposit of paychecks at the Ballston Spa National Bank.
- Jim explained the new format of the check register, which he has devised.
- Phyllis made a motion to approve the payment of bills as listed on the check register and the petty cash and petty checking logs. The motion was seconded and carried.
- Sue is following up with her contacts at KAPL in an attempt to find someone to help us do an internal audit and to review our financial practices.
- Jim will lead an informal workshop for trustees on Wednesday, August 15, at 10 a.m. at the library. He will provide an explanation of the library's monthly financial reports and suggest ways for library board members to meet their responsibilities in overseeing the finances of the library. All board members are welcome and encouraged to attend.

Director's Report On file with the minutes.

- Regina will investigate ways to continue Wednesday movie nights in the park in the absence of Library Clerk Len Power who has been in charge of the program.
- Adam made a motion to approve a proposal for a songwriting workshop for teens, which was submitted by J.R. Hewitt and will include five, one-hour sessions at a total cost of \$750.00, to be paid with monies from the Kimball Fund, and with the condition that a minimum of five students are pre-registered and attend each session. The motion was seconded and carried.

- Regina would like the library to consider a home, book-delivery service for the elderly. She suggested that a grant might be written to fund the service. Arlene mentioned that volunteers have provided this service for the library in the past. Regina will investigate the possibility of coordinating such an effort with the Home Delivered Meals Program.

Friends of the Library No formal report since Margie is absent. Sue has sent board members information about the shed, which is being purchased by the Friends.

Old Business

New Building Fred reported on progress and next steps.

- No response has yet been received to a letter sent by the Library Board to Village Mayor Bill Hyde regarding any zoning issues related to the construction of a new library building on property within the Village. Fred will call Mayor Hyde.
- Sue has not been able to reach John Sutton regarding an option to buy property, which he is writing for the library.
- Arlene has provided the board with names and contact information of surveyors. Sue has not yet prepared RFP's for surveyors. We will not move forward with a survey until we have resolved any zoning issues and until we have a signed option to buy the property under consideration.

Personnel/Medical Leave The board approved a letter written by Sue to Clerk Kathy Wynn, informing her that her position at the library will be held until December 31, 2012. The letter will be sent.

New Business All items were acted upon earlier in the meeting.

Committee Reports

Buildings and Grounds

- Committee Chair Adam will contact Dusty Rhodes for names of people who have previously served on the committee.
- Arlene reported that Dusty and Tim Vandenburg recently brush-hogged the Dockstader property and hauled away the trash bags and debris from the area behind the library.
- Dusty has requested permission to cut down a forsythia bush that is growing against the south side of the library building. Jim made a motion to allow the removal of the forsythia bush. The motion was seconded and carried.

Personnel Report is on file with the minutes.

- Arlene made a motion to approve the addition of 9 extra hours of clerk time each week beginning August 8 as provided for in the 2012-2013 budget and as recommended by the Personnel Committee. The motion was seconded and carried.

- Phyllis made a motion to hire Ashley De Marsh as a library page beginning August 8 at the rate of \$7.25 and hour. The motion was seconded and carried. Regina will fill out the necessary Civil Service forms for the position.

Policy Fred and Jim reported.

- Jim has sent board members proposed changes to the Petty Cash Procedures in the Finance Policy. The board will consider this item at the September meeting.
- Jim has emailed board members access information for Drop Box, where all library policies can be found.

Public Relations Arlene reported that she and Phyllis will meet to select committee members and to develop a PR plan for passing the referendum to buy property for a new library.

Motion to adjourn by Jim was seconded and carried. The meeting was adjourned at 8:30 p.m.

Trustee Orientation Following adjournment, President Sue Stewart conducted an orientation for newly elected trustees, Adam Belden, Phyllis Keeler, and Mary Lynn Kopper.

Arlene Rhodes, Secretary Pro Tem