

Minutes of the Galway Public Library Board of Trustees Meeting
Serving the Galway Central School District
Wednesday, October 17, 2012

Members Present: Arlene Rhodes, Jim Hodsoll, Fred Baily, Mary Lynn Kopper, Margie Prasek, Kevin Hertzell, Phyllis Keeler, and Library Director Regina Doi. Absent: Sue Stewart

The meeting was called to order by Vice President Arlene Rhodes at 6:55 pm.

Insurance Review: Dave Meager of Adirondack Trust Insurance reviewed our insurance program. The cost of the new shed was \$2707 and will be insured for the same amount as the old shed (\$7982).

Arlene made two announcements:

1. Former Galway Library trustee Jan Johnson passed away. Her service as a board member for seven years, including two years as president, helped the library grow and prosper. Regina will write a note to the family.

2. The Library was granted its absolute charter by the State Board of Regents earlier this month. Thanks to Regina for all her hard work bringing this about.

Alyson Bingham (SOS) requested the Library approve the following clause in their agreement with the Community Foundation for the Greater Capital Region. "If the Galway Central School District ceases to exist and the Galway SOS fund has money that has not been utilized, the Galway Public Library will be the lead entity administrating the funds." Mary Lynn made a motion to approve the wording of the clause. The motion was seconded and carried.

Minutes: Jim made a motion to approve the minutes of 9/4/12 and 10/10/12 as written. The motion was seconded and carried.

Treasurer's Report: Report on file for audit.

Budget vs. Actual - Arlene questioned the rise in workman's compensation costs. Jim will check into this.

- Mary Lynn made a motion to approve the payment of bills as listed in the check register and the petty cash and petty checking expenditures. The motion was seconded and carried.
- Phyllis made a motion to approve the appointment of Lynn Kindinger to reconcile checks for the Library accounts. The motion was seconded and carried.
- Mary Lynn made a motion to approve the appointment of Don Pandori as System Administrator. The motion was seconded and carried.

Director's Report: Report on file.

Regina reported on her trip to Portland, OR in reference to the NSF grant, "Pushing the Limits: Making Sense of Science," a four-part reading, viewing and discussion series for adults. When a facilitator for this is arranged, we must make sure the program is properly publicized.

Margie reported on the Friends of the Library meeting.

Old Business:

New building -

- Arlene spoke with the Michalskis and determined the Option-to-Buy is still with their lawyer.
- Permitted use of a Library on that property - no response yet from the Village.
- Fred made a motion for a plan of action in regard to the property purchase.
 - Hold any further actions until after the Option-to-Buy is signed and received.
 - We need not wait for the zoning regulations ruling to begin work on next steps.
 - Make arrangements with the Village to hold a public hearing.
 - Issue the revised RFP to surveyors.
 - Issue the RFP for the architect BRM.

The motion was seconded and carried.

- Jim made a motion to remove language referring to the location, caliper, and species of trees from the draft RFP for surveying and to approve the revised document and send it out when the Option-to-Buy has been signed and received. He has gone over the property and determined that all the trees there are quite small. The motion was seconded and carried.

- Phyllis made a motion to send out the RFP for the architect's feasibility study and environmental studies once the Option-to-Buy is signed and received. The motion was seconded and carried.

Public relations -

Mary Lynn made a motion to accept the plan to promote the meeting with the Village as suggested by the PR committee (report on file). The motion was seconded and carried.

A discussion followed concerning who will be spokespersons for the Library at the Village meeting. Sue, Regina, and Fred will do this in their capacities of President, Building Committee Chair, and Librarian. Items to be discussed at that meeting would be the source of funds to purchase the property, a copy of the building footprint/design, why the need for a new library, and why the Michalski property. Any further suggestions will be submitted by email.

Personnel- Jim made a motion to create the position of Public Relations Specialist as a civil service position using the job description provided by Regina and post the position in the library, on the library web site, and in the community for two weeks. Regina will also send in the information about this position to the Civil Service Office to have the position made an official civil service position. Regina will also send in position descriptions for a Bookkeeper and for a Cleaner. The motion was seconded and carried.

Finance - Kevin is arranging with Tom Kubiak to do an internal audit. He will try to set up a meeting on a Thursday.
Steve Flint has sold one book on Amazon.

New Business:

- Jim made a motion to hire Shelly Schaperjahn as a temporary clerk to fill in for Len while he is out and also to grant an extension of Len's leave of absence until he returns. The Board needs to have another request for a leave from Len. Mary Lynn amended the motion to hold Len's clerk position until Jan. 1, 2013. Both the motion and the amendment were seconded and carried. Kevin made a motion to also appoint Shelly Schaperjahn to the position of Clerk starting October 17, 2012, for four hours per week at \$8.25/hr. The motion was seconded and carried.
- Regina will check out the status of a cleaner for the Library.
- Plan for technical upgrade - The upgrades would cost \$612 for staff computers and \$633 for the public stations. Regina will make an application to the Dockstadter Trust for the funds we will need for the upgrades.
- Phyllis made a motion to allow homeschooled individuals to use the Library as a testing site after hours. Margie made an amendment to the motion that a keyholder must be present and fees should be charged to cover the expenses after hours. Both the motion and the amendment were seconded and carried.
- What to do with the extra "coffee-table" book grant monies. The issue has been referred to the Finance Committee.
- Mary Lynn spoke about delivering books to shut-ins. Further discussion will be postponed until the Spring. The Food Pantry may be interested in taking this on.
- Regina will be going to the NYLA conference in Saratoga Springs. Board members were encouraged to consider attending this conference. Our NYLA group membership will allow one board member a reduced registration fee.

Correspondence:

No correspondence.

Committee Reports:

Buildings and Grounds - we need a Board member to take on the position as Buildings and Grounds chairperson. There was a discussion about possibly putting deadbolts on both side doors, due to a recent incident when the alarm went off in the middle of the night after the door on the north side of the building swung open with no apparent cause. Kevin will contact Ed Pike to see what is necessary and to insure we are conforming to fire code regulations.

New Building (ad hoc) - see discussion above.

Finance - Jim reviewed the previous problems with the payroll, budgeted versus actual figures. All are okay this month. He will keep an eye out for possible discrepancies for the future. Reports on file.

Fund Raising (ad hoc) - no report

Long Range Planning - report on file.

Personnel - see above. Reports on file.

Public Relations – see above - report on file.

Arlene declared the meeting adjourned at 9 pm.

Margie Prasek
Secretary, Galway Library BOT