

Minutes of the Galway Public Library Board of Trustees Meeting
Serving the Galway Central School District
Wednesday, November 28, 2012

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

The meeting was called to order by Board President Sue Stewart at 6:55 pm.

Mary Lynn made a motion to accept the minutes from 10/17/12.

Jim made a motion to accept the minutes from 10/29/12.

Kevin made a motion to accept the minutes from 11/13/12.

All three motions were seconded and carried.

Recommendation on Contract for Surveying: (11/28/12 report on file) Arlene made a motion to accept the recommendation of the ad hoc proposal review committee to accept the proposal of Ferguson-Foss for surveying of the Michalski property (the portion of land on which we have an option to buy) at an amount not to exceed \$2,900. The motion was seconded and carried. Sue will send a letter and John Sutton will review the contract. There was a discussion of possibly combining the Donnan property strip, the Michalski property, and the Dockstader property and trading some of the land back to Donnans.

Jim raised the question he felt we might encounter from the public about why we need the extra space. A previous study had confirmed that only using the Dockstader property would leave no room for future growth.

Recommendation on Contract for Architect Feasibility Study: (11/28/12 report on file)

Jim made a motion to accept the recommendation of the ad hoc proposal review committee to award the contract to Butler, Rowland, & Mays (BRM) to perform the items mentioned in phase I, Subfield A (Site/Existing Conditions Evaluation) of their proposal for \$7,000 and arrange the environmental site assessment for \$1,750. We should also request a price for the possible evaluation of the Dockstader and Donnan properties. Arlene raised the question as to whether we are required by law to have an environmental assessment. Sue will check into this. Kevin proposed an amendment to Jim's motion to remove the environmental assessment from the original motion. The amended motion was seconded and carried. Kevin will be checking with the State Building Department concerning the necessity of the environmental assessment.

Approval of grant request to Dockstader Trust: Margie made a motion to submit the grant request for funds for the purchase of the Michalski property as written and amended. The motion was seconded and passed.

Treasurer's Report - Report is on file for audit.

- Margie made a motion to approve the payment of bills as listed in the check register and the petty cash and petty checking expenditures and the purchase orders. The motion was seconded and carried.
- As we have extra money remaining from the children's grants, Regina suggested we use this toward the purchase of children's books. Jim will look into this.
- Amazon book sales: We have sold 3 books this month.
- Financial review: The cost was slightly higher this year.
- We have received the tax appropriation from the school (plus interest).
- It was determined that there would be an approximately \$18 increase in costs for insurance for the new storage building behind the library.
- Arlene made a motion to accept the letters of understanding for the CPA financial review sent to us by DeChants, Fuglein, and Johnson, LLP. The motion was seconded and accepted.
- The question was raised whether we should add bookkeeper Cassandra Tusing's name to the BOT distribution list. It was decided not to do this as employee information should be coming to her from Regina.

Margie gave the report from the 11/20/12 Friends meeting.

Director's Report: Report is on file.

Old Business:

- New building: Sue will write letters to the Village and to the school concerning our purchase status. She will be checking with John Sutton concerning any possible negotiations with Kyle Donnan.
- Public Relations Committee: A plan for PR for a referendum on the purchase of property will be presented at the next regular Board meeting. The next PR committee meeting will be on 12/12/12.
- Margie made a motion to hold the next Volunteer Appreciation Day party on Feb. 16, 2013 from noon to 2 pm. Arlene, Mary Lynn, and Margie will be working on this. The motion was seconded and carried. Regina will provide a list of volunteers.
- Kevin made a motion to accept Regina's proposal to hire Evelyn Hanna as a newsletter specialist for three hours per week at \$8.25/hour, starting immediately. The motion was seconded and carried.
- Jim made a motion to accept Regina's proposal to hire Ashley DeMarsh as a cleaner for two hours per week at \$8.00/hour, retroactive to 10/23/12. The motion was seconded and carried.
- Kathy Wynn wishes to return to her position as library clerk on Tuesdays as of January at 8 hours per week (except the fourth week of the month). Phyllis made a motion to agree to her return and that Kathy must submit a letter from her doctor saying she is fit to return to work. The motion was seconded and carried. Regina and Margie will look into her sick day/vacation status.

New Business:

- Arlene made a motion to authorize another printing run of "*Reflections of Galway*". She suggested 25 copies selling at \$45 each. An amendment was suggested to decide the number of copies to be printed according to advance orders. The amended motion was seconded and carried.
- It was decided to remove Jim's name for the QuickBooks account as that was for training purposes only.
- Jim checked with Don Pandori as to his status as system administrator. As Don seems not to have time for this, Jim will look for someone else.
- Arlene made a motion to accept the holiday hours for the calendar year 2013 as proposed by Regina. The hours will be listed on the library's website. The motion was seconded and carried.

Standing Committee reports:

Buildings and Grounds: Ed will check concerning disposal of the chlorine which is stored in Dusty Rhodes' barn. The repaired north door is still in violation as there still is a screen door. This will be removed. Ed arranged for the furnace to be checked and set up a regular schedule for this.

Finance: A reminder that receipts are to be issued for all transactions. Also, the checks and cash should be deposited together. Two persons should review the cash-out and an email of the amount should be sent to our director, bookkeeper, CFO, and themselves.

Fund Raising (ad hoc): Jim will inquire on the Trustee's website to see whether the library can engage in fund raising.

Long Range Planning: Will be getting together with the fund raising committee in the coming year to make future plans.

Personnel: No report.

Policy (ad hoc): No report.

Public Relations: Report filed with minutes.

The next meeting is December 19, 2012, at 7pm. There will be no Dec. 5, 2012 meeting.

Jim made a motion to adjourn the meeting at 8:35 pm. The motion was seconded and carried.

Margie Prasek