

**Galway Public Library – Board of Trustees Meeting AGENDA- Tuesday October 1, 2013**

**Minutes of Prior Meetings** – Review and Approval Minutes 9/17/13, 9/3/13 (correction needed)

**Public Comment**

**Treasurer Report**

- Payroll \$ and Hours – Budget vs. Actual
- Approval of Petty Cash, Bill Payments & Purchase Orders

**Director’s Report**

**Friends of the Library Report**

**Correspondence**

Galway CSD Graphic design class offer to do marketing materials

**Committee Reports**

<ul style="list-style-type: none"><li>• Building and Grounds</li><li>• Finance</li><li>• Fund Development (ad hoc)</li><li>• Long Range Plan</li><li>• New Building</li><li>• Personnel</li><li>• Policy (ad hoc)</li><li>• Public Relations</li></ul>	
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**Unfinished Business**

- Trustee Orientation report
- Committee Task list- short term goals and dates-submit
- Treasurer/volunteer bonding- approve
- Formation of executive committee

- Legal representation-discuss
- Open board position-discuss
- Bonding for Building guidance
- Vacation & Personnel policies- approve
- Treasurer's Duties and by-law changes, discuss/approve (yellow highlight)
  - Approve Open Meetings Law (Appendix A of by –laws)-approve
  - Status of Donnan conversation/driveway
  - PR for land purchase
  - PR for Dockstader property
  - Update on next steps after land purchase/update thank you list
  - Oct 15 BOT meeting with Friends agenda

### **New Business**

- Taste of Chocolate Survey/ Fund Development
- Public Meeting Plans for Nov. 15

### **Public Comment**