

## **GALWAY PUBLIC LIBRARY**

### **Library Workshop Meeting**

Thursday, December 1<sup>st</sup>, 2016

Meeting Opened at 6:32 pm by President Arlene Rhodes.

Present: Arlene, Fred Baily, Donna Erickson, Judy Knowlton, Phyllis Keeler, Mary L. Kopper, Director Deb. Flint, Member of Public and Building Committee, Barbara Germain, and Paul Ashman.

#### **Appointment of Paul Ashman to the Board of Trustees**

- Motion by Fred Baily and 2<sup>nd</sup> by Phyllis Keeler to approve the appointment of Paul Ashman to the Board of the Trustees of the Galway Public Library to fill the seat left vacant by the resignation of Jim Hodsoll until the next library election in June 2017. 6 approved, 0 opposed. CARRIED.
- Arlene administered the oath of office for new trustee, Paul Ashman. The appointment is official immediately.
- A motion was made by Judy Knowlton and 2<sup>nd</sup> by Fred Baily to approve the appointment of Paul Ashman to the Finance Committee. 6 in favor, 0 opposed. CARRIED.

**Public Comment:** None

#### **Ad-Hoc Committees:**

- **New Building:** Fred indicated that Committee is not quite ready to go back to Architect - working on new building drawings, some questions still remain after last several community meetings, is going to speak with Heather at BRMA before scheduling meeting.
- Arlene indicated that we had received communication from Sara Dallas regarding the suggestion, expressed by some community members at input sessions, to look again at the fire company site. Sara Dallas reminded the Board that we had signed papers for NYS Construction Aid grants and had accepted such grants, stating our commitment to building at the site on East St. Director will respond to Sara Dallas with current information.
- Phyllis discussed conversation that she had initiated with representative from Fire Company regarding planned disposition of the fire company building. The current firehouse is not for sale at this time.
- Focus Group Meetings: Saturday will be a smaller group, allowing presentation and discussion of working floor plan for a new library and the associated costs to the taxpayers. One more session, Tuesday Evening at 7 p.m.

#### **Financials:**

- Motion by Judy and 2<sup>nd</sup> by Fred to approve payment of bills listed on the Checking Account Register for Nov. 22 – Dec. 2, 2016. 6 in favor, 0 opposed. CARRIED. The invoices were previously reviewed by Judy and Donna.
- Fred would like to consider changes in bank accounts: We have multiple accounts at Ballston Spa National Bank and also Capital One accounts. Fred will discuss with auditors the idea of removing funds from Capital One and putting them also in a local bank. This will be turned over to the Finance Committee for consideration.

#### **Unfinished Business:**

- **Personnel Policy Revisions:** Motion by Phyllis and 2<sup>nd</sup> by Donna to approve the revisions to the personnel policy as discussed this evening, making changes to the verbiage regarding exempt and non-exempt employees. 6 in favor, 0 opposed. CARRIED.
- **Minimum Wage Increase:** Fred, Anne Rockwood, the bookkeeper, and the Director will review the current budget and report to the Board their recommendations regarding compliance with the minimum wage increase to \$9.70 effective Jan. 1 and possible staff raises.
- **Director Vacation:** Motion by Fred and 2<sup>nd</sup> by Phyllis to approve the Director's request for vacation days on 12/10, 12/17, and 12/20. 6 in favor, 0 opposed. CARRIED.

**Adjournment:** Judy Knowlton moved to adjourn, Fred Baily 2<sup>nd</sup>. 6 in favor, 0 opposed. CARRIED. Meeting adjourned at 7:58 pm.

M. L. Kopper, Secretary