

GALWAY PUBLIC LIBRARY

Library Minutes, Meeting of December 21, 2016

Attendance: Debra Flint, Director; Fred Baily, Donna Erikson, Judy Knowlton, Mary L.Kopper

Mary Lynn opened the Meeting at 2:05.

No Public Comments

Minutes of Prior Meetings:

- Motion was made by Fred , 2nd by Judy to approve the minutes of 11/17/16 **Approved**,
- Judy made the motion to approve the minutes of December 1st, 16, Fred 2nd. Motion **Approved**.

Treasurer's Report:

- Donna made motion to permit Jim Hodson to accompany Judy to bank and have her sign paperwork so that she can be signatory replacing him on bank accounts. Fred 2nd motion. **Approved**.
- Budget vs. Actual and Financial Reports discussed. Both Mary Lynn and Fred found them still difficult to read. Book keeper is still working on conversion to revised format. Fred made the motion to approve the payment of bills and the Receipts Log . Judy 2nd motion.

Approved.

Director's Report:

- Fred made a motion to approve the Report of the Director , including several items that have been moved to New Business and Unfinished Business. Judy 2nd. **Approved**.

Friends of the Library Report: None Given.

Correspondence: Report of the Public Relations Committee read by Director – several items are needed (including final drawings of building and firm financials) before they can move ahead with several good ideas and suggestions that they will take on prior to referendum. We will try to comply with meetings with Architect and finance committee members anticipated soon. They are still short a Chairman, but seem to be working well together.

Standing Commtees:

- **Buildings and Grounds:** Shoveling and plowing being done, sand bucket has been placed for use in driveway. Everything seems to be going well.
- **Finance and Claims:** New Member away until after Holiday. Will meet then.
 - Committee will contact new Director of Finance at school and see if the interest on our Account was dropped inadvertently or if new "game plan" has been put in play with advent of new Director. (Not "required" – just a nice thing that has been done in past.)
- **Personnel:** Discussed new position of Nadine Walker to Clerk to fill place of Stephen Hull, effective 12/19/16 at the pay of \$9.30 per hour, for an average of 10.5 hours per week. This is subject to a 90 day probationary period will be performed before March 19. Nadine will work Wednesday and Saturday, and will also teach technology classes and troubleshoot our machines. Donna made motion to approve, Judy 2nd. **Approved**.
- **Strategic Plan:** Long Range Plan Committee Members Judy and Mary Lynn completed the short-term Plan which they feel is best in place until we know whether or not the referendum passes. A few

adjustments were made , and Fred made the motion that the plan be approved, Donna 2nd.
Approved.

Public Relations : (Report given under “Communications” section of Minutes.)

- **Ad-Hoc Committees:**
 - **New Building:** No report.

- **Unfinished Business:**
 - **Future Legal Advice:** Judy had made contact with a potential new lawyer- will be tabled until we have more opportunity to discuss. Library Director noted that Long Lake has Robert Schofield on retainer for \$2000, payable quarterly. Robert No cap on hours, but could be additional costs for expenses.
 - Discussion concerning the amount of change in compensation that is required after first of year ; After discussion, Director indicated that Jim had computed that in to the budget, and we would be all right with changes. Motion was made by Fred, 2nd by Mary Lynn to approve the compensation rates indicated as required by minimum wage increases. **Approved**

New Business:’

- As proposed by Library Director, the Library Assistant Duties were reviewed, some changes were made from the previously written ones, and Judy moved that they be filed in the position listings, Mary Lynn 2nd the motion, **Approved.**
- **Changes from Debit Card to Credit Card :** was recommended by Audit Committee, and will be referred to the finance committee.
into possibility. Will report on it at the next meeting.

Motion was made to Adjourn by Fred, 2nd by Judy. Approved.

Meeting closed at 3:22 .

Donna Erikson, Secretary pro-tem.

