

Galway Public Library  
Board of Trustees Workshop Meeting  
December 3, 2015

Attendance: Phyllis Keeler, Fred Baily, Neil Goes, Jim Hodsoll, Arlene Rhodes, Mary Lynn Kopper, Debra Flint, Interim Director, Bill Bateman, Liaison with Friends

Meeting opened by President Arlene Rhodes at 6:38 pm.

**No Public Comments.**

**Ad-Hoc Committees:**

**New Building**

**Public Listening Sessions:** The concept was discussed by Christine McDonald, formerly of Crandall Public Library in Glens Falls, when she visited with us in November. Although we held a series of public meetings on the new building project before the September 23 referendum, sessions will be held in the new year to gather input from the community on the future of the library, asking for thoughts about the building project and how to move forward.

We will begin by planning a listening session at the end of January, inviting representatives of community organizations, businesses and public institutions in the school district. Mary Lynn and Arlene will work on an invitation list.

We will specifically ask those representatives what they 1) believe to be their members' views on the new library project, 2) what we can do to make better contact with those people, and 3) how best to assure them that we will develop a building project according to their wishes, if it is both practical and affordable.

Phyllis Keeler will contact the President of the Senior Citizens to offer a brief presentation by library representatives and an opportunity for input on the new building project and how the library can serve the Seniors.

Consideration will be given to scheduling open public listening sessions in the future.

**Library Fund Development**

A signed and notarized copy of the capital campaign ethics and confidentiality agreement must be turned in by all board members, staff and volunteers by Friday, December 4.

**NEW BUSINESS:**

**2016 Construction Challenge Grant:**

- Bill Bateman, chairman of Building and Grounds, explained the proposed Outside Walkway Project. The area for the new walkway is wide enough to provide accessibility. It will cost approximately \$3,300. If we include a new pressure-treated wood ramp to the side shed, the total project cost will be about \$3,700.
- Phyllis moved that the Director send SALS our Construction Challenge Grant Application for the Outside Walkway Project, which includes construction of a new ramp, as soon as it is completed. 2<sup>nd</sup> by Mary Lynn.  
CARRIED.

**THE PLA Project** currently underway by SALS and on their website, provides an additional way of judging the use of the library utilizing Project Outcome . We need to work on our long-range and short-term plans; more information on judging the outcomes would be welcome. Mary Lynn made the motion to explore the plan by utilizing the SALS Website material. 2<sup>nd</sup> by Phyllis. CARRIED. Interim Director Flint will follow up on this. Arlene would also like to carry out a full-day “Board Retreat” later this spring, to allow all to discuss and comment and make plans for the coming year. Will be discussed further.

**Invoices Subject to Approval:** Jim sent invoice copies for board approval to all members via email on December 2. Neil made a motion to approve the payment of the bills submitted, Jim 2<sup>nd</sup>. CARRIED. A copy of the invoices is filed with the minutes.

**Need for Public Relations Chairperson** Debra will investigate the possibility of adding hours to the PR clerk’s job. She will also work to draw in more volunteers to work with the PR Committee.

**Interim Director Position:** The Board reviewed and discussed options with Interim Director, Debra Flint. Debra will contact the Civil Service representative to find out if there is a limit on how long she can serve as interim director.

**Met Life Presentation** Arlene reminded us that a representative of Met Life has been invited to attend the Jan. 7 meeting and speak to us about utilizing their new fund-raising information program.

**Adjournment** Jim made a motion to adjourn, Fred 2<sup>nd</sup>. CARRIED.

Meeting adjourned at 8:18 pm.

Mary Lynn Kopper, Secretary