

GALWAY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING, February 17, 2016

Attendance: Arlene Rhodes, Donna Erikson, Neil Goes, Phyllis Keeler, M.L.Kopper, Director Debra Flint, Member of Public: Gus Boucher, Resident, Town of Galway

Meeting Opened : 6:30, by President Rhodes

Phyllis Keeler made a motion that the minutes of January 20th be approved as distributed, 2nd by Neil Goes.
Carried: 5 yes, 0 no.

Neil made the motion that the minutes of Feb. 4 be approved as distributed. 2nd by Phyllis. Yes, 5, 0 no. Carried.

Public Comment: Gus indicated that he is concerned about the failure of the library vote and hopes that he can understand our problems better and perhaps be of some assistance.

Treasurer's Report: Mary Lynn and Arlene have examined and approved bills for payment:
Mary Lynn made the motion that the receipts log and petty cash records be approved, Phyllis 2nd the motion. 5 yes, 0 no, Carried.

Director Flint presented the following bills for review.

- DeChants, Fuglein and Johnson: \$6,500 for the Audit on ck. Number 5997.
- Baker and Taylor (books order) on ck. Number 5996 for \$41.00
- NYS. Library Association for Grant Station: on number 5997 for : \$20.50
- Palmin Furniture for tables: on 6000 for \$2920.00
- Utica National Insurance: on 6001 for \$347.00
- Baker and Taylor, additional purchase: on 6011 : \$23.30
- Main Care Energy Corporation: 6012 : \$192. 65
- Verizon, on 6013.: \$48.24

Motion made by Neil, 2nd by Donna to approve the payment of the bills as listed and reviewed. 5 yes, 0 no. CARRIED.

Director's Report: Director mentioned that there are two SALS awards in competition at this time. One is the Trustee who has been outstanding the past year. The Director asked that any nominations be given to her. The second is the Program of the Year. The Director would like to submit the "Little Bits " program that we have done in conjunction with the school.

Director Flint reported that the library web site had been hacked, and that clerk Stephen Hull was able to get the issue resolved. Stephen explained to the Board the situation and the process to used to correct it.

Friends of Library Report: Bill Bateman reported that the proceeds from the Taste of Chocolate were \$740.00 –about what they were last year. It is a fun event and seems to draw a great deal of interest. Many attendees are drawn by publicity, and not from this area. Our thanks to the Friends .

Correspondence: Arlene has received several applications with resumes in response to the position of Library Director which she has sent to us to review.

STANDING COMMITTEES

Building and Grounds:

- Chairman of the Committee Bill Bateman received two bids for the furnace service "on call," and he and Director have selected one for recommendation to the Board.

- Bill has done the chlorine additive to our water system – and purchased several items to ensure the safety of the procedure.

Finance Committee: No report.

Personnel Committee: Next meeting, Feb. 29th at 1 p.m.

Long Range Plan: Meeting will be scheduled shortly. Mary Lynn and Director will attend Long Range Planning Meeting hosted by SALS on the 9th of March in Saratoga.

Public Relations Committee: Will meet again shortly – trying to find some new members.

AD-HOC COMMITTEES:

- **New Building:** Nothing at this time.
- **Library Development:** No report at this time.

UNFINISHED BUSINESS:

- **Cyber-Liability Insurance:** After discussing matter with SALS our Director does not recommend purchasing that insurance at this time.
- **Maintenance contract for furnace** Mary Lynn made the motion to accept the B&G recommendation to hire Absolute Heating and Colling to clean the library furnace. Neil 2nd. 5 yes, 0 no. Carried.
- **Donation Procedures:** being worked on.
- **Approval of Website BOT message :**

NEW BUSINESS:

Director Search: Underway. Discussion concerning changes in Civil Service Exam process. The recently appointed Library Assistant, Sara Pandori, and all candidates for the Library Manager/ Director position must take the Civil Service Exams. Applications for the exams must be filed by March 14.

SALS Trustee and Program of the Year Award Nomination:

Motion by Mary Lynn and 2nd by Phyllis to approve the submission of the Little Bits Program for the SALS Program of the Year Award. 5, yes, 0, no. Carried. Director Flint will submit the application.

Annual Report: Motion by Mary Lynn to accept the Annual Report which has been prepared by the Director and reviewed by the members of the Board of Trustees. 2nd by Phyllis. 5, yes, 0 no. Carried. Director Flint will submit the Annual Report.

Public Comment: Mr. Boucher discussed the difficulty in reaching every portion of voting public with information on the library and the new building project: suggested getting sponsor for more mailings, post-card reminders, need to reach those in community that have no contact with the community, except to live here. He would like to be involved in planning for a district-wide mailing and is willing to present his ideas to the Board.

Adjournment: Motion to adjourn by Neil Goes, 2nd Phyllis Keeler. 5, yes, 0, no. Carried. Meeting adjourned at 8:06 pm.