

**Galway Public Library
Board of Trustees Meeting
February 4, 2016**

Meeting Opened at 6:30 p.m. by President Arlene Rhodes

Present: Phyllis Keeler, Neil Goes, Fred Baily, Mary Lynn Kopper, Arlene Rhodes, Director Debra Flint, Not Present: Jim Hodsoll.

Public Comment: Arlene introduced Donna Erickson, Candidate for Member of Board Position. No further Public Comment.

Ad-Hoc Committees:

New Building: Fred indicated that he had nothing new to report.

Listening Session:

- As the result of the primary Listening Session last week, no further sessions are scheduled at this time.
- Committee will review plans and set appropriate dates and times.
- Neil made a motion to cancel plans to hold library listening sessions, tentatively scheduled for February 24 and March 5, and the related district-wide mailing. Fred seconded; all voted aye to approve the motion. 5 yes, 0 no . Motion passed.
- Fred made a motion to have the Director change the web site to reflect the new plan, Phyllis seconded. All voted aye to approve the motion. 5 yes, 0 no. Motion passed.
- Secretary was directed to send Richard English a Thank You note from the Board for moderating the meeting.

Library Fund Development: Discussion followed regarding the best procedure to use in dealing with the Fund Development Committee and procedure. It was determined that it might work best to have the members of the Board that had worked with the Committee meet in early March to let them know of our plans and time schedule, and to see if we could find a chairman for that committee.

Financials: It was noted that Jim and Mary Lynn had examined the bills and checks this week previously and approved those listed in the check register for payment.

- Fred made the motion to approve the payment of bills for the period of January 13 – 31, 2016, as listed on the check register. Seconded by Neil. All voted aye to approve the motion. 5 yes, 0 nay. Motion passed.
- Fred made a motion to adopt a resolution to exceed the tax cap for the 2016-2017 budget, suggesting a 5% overage. Phyllis seconded. All voted aye to approve the motion. 5 yes, 0 no. Motion passed.
- Discussion followed concerning the Audit review and process. Fred Baily made a motion to approve the draft of the Galway Public Library Financial statements and Independent Auditor's Report for the Years Ended June 30, 2015 and 2014 as prepared by the firm of DeChants, Fuglein and Johnson, LLP, and to direct Arlene Rhodes as President of the Galway Public Library Board to sign the representation letter provided by DeChants, Fuglein and Johnson,LLP. 2nd by Phyllis, all voted aye to the motion. 5 – yes, 0 no, Motion passed.
- Motion was made by Neil and seconded by Phyllis to appoint Arlene Rhodes and Fred Baily to review the reports and serve on the audit committee in the absence of Jim Hodsoll. All voted aye to the motion, 5 –yes, 0 –nay, Motion passed.

New Business:

- Director recommended that we appoint Alysson Haag and Lois Hammond to positions of Sub-Clerk, both at the pay of \$9.00 per hour starting on February 7, 2016. Both positions are subject to a 90-day probationary review which will be performed before May 1, 2016.

- The appointment of Alysson Haag to the position of Sub-Clerk was moved by Fred Baily, and seconded by Phyllis Keeler. All voted aye to the motion. 5-yes, 0 – nay. Motion passed.
- The appointment of Lois Hammond to the position of Sub-Clerk was moved by Neil Goes, and seconded by Mary Lynn, all voted aye to the motion, 5 yes, 0 nay. All voted aye to that motion, 5-yes, 0 – nay. Motion passed.
- The Director requested that we appoint Sara Pandori to the position of Library Assistant in charge of Children's Programming, effective February 4, 2016, for 8 hours per week at a rate of pay of \$14.00 per hour. In addition Sara will be allowed an extra 20 hours for preparation for the Summer Reading Program at the discretion of the Library Director. This appointment is subject to a 90 day probationary review which will be performed before May 4, 2016.

Neil made a motion to approve the appointment of Sara Pandori to the position of Library Assistant in charge of children's programs as recommended by Interim Director Deb Flint, seconded by Mary Lynn. All voted aye to the motion, 5 – yes, 0 – nay. Motion passed.

- The Motion was made by Mary Lynn to approve the Library Director position description and to direct Debra Flint, Interim Director, to post the position on the appropriate library system websites as soon as possible. Seconded by Fred Baily. All voted aye to the motion, 5 – yes, 0 – nay. Motion passed.
- Motion by Neil and a second by Phyllis to set June 7, 2016, from 1-8 pm at the library as the time and place of the annual library trustee election and budget vote with a public hearing on May 31 at 7 pm at the library. All voted aye to the motion, 5 – yes, 0 – nay. Motion passed.
- Motion was made by Phyllis to approve the request of Interim Director, Debra Flint, to use a vacation day on March 5. Neil seconded the motion. All voted aye, 5-yes, 0 – nay, motion passed.
- Mary Lynn made a motion to approve the appointment of Donna Erickson to fill the seat on the Galway Public Library Board vacated by Edwin Pike on June 30, 2015. The appointment is effective immediately, and until the Annual Election on June of 2016. The motion was seconded by Fred Baily, and all voted aye to the motion. 5 – yes, 0 – nay. Motion passed.

The remaining four years for this seat will be filled by the candidate elected in June of 2016, term to begin immediately upon that election. Board President Arlene Rhodes and Interim Director Flint will provide Trustee Orientation to Donna within the next 30 days.

- President Arlene Rhodes administered the oath of office to library trustee Donna Erickson.
- NYLA Lobby Day in Albany in March. Interim Director Flint is unable to attend. Donna Erickson indicated that she will consider representing the library.
- Arlene requested that all Board members and committee chairs email new business or other actionable items to the Board with supporting information a week before the Board meeting.

Public Comment: None

Adjournment: Fred Baily moved that the meeting be adjourned. Neil 2nd the motion, all voted aye. Meeting adjourned at 7:58 pm.

Mary Lynn Kopper
Secretary