

Galway Public Library

Meeting of the Board of Trustees: January 20, 2016

Present: Arlene Rhodes, Fred Baily, Jim Hodsoll, Mary Lynn Kopper, Director Debra Flint, Liaison with Friends of Galway Library, Bill Bateman Absent: Phyllis Keeler, Neil Goes.

Meeting called to order: 6:30 p.m.

Minutes of November 18, 2015, motion made to approve by Jim Hodsoll, 2nd by Fred Baily, CARRIED.

Motion made to approve Minutes of December 3, 2015, by Fred Baily, 2nd by Jim Hodsoll, CARRIED

Motion made to approve Minutes of January 7, 2016 by Jim Hodsoll, 2nd by Fred Baily. CARRIED

Public Comment: None

Treasurer's report:

- Bills and receipts examined and approved by M. L. Kopper and Jim Hodsoll.
- Some discussion on the differences in nomenclature from previous reports: Explanation : Now in the new Quick Book process. Difference in what is reported as Total Ordinary Income and only Ordinary Income - Clarification explained by Jim Hodsoll.
- Fred moved that the Petty Checking Log, Receipts Log and Check Register be approved as presented, 2nd by Mary Lynn. CARRIED.
- Jim indicated that there are some problems in opening the brokerage account with Scott-Trade. They need a certification from us stating that we are a State – valid corporation. Unfortunately, in the view of the State, we are a government entity. Jim will pursue. (report attached)
- Real Property tax exemption application has been filed with the Town of Galway.
- Projections for year-end expenses and rough draft of budget for 2016-17 have been distributed.
- Finance committee will be meeting tomorrow night.
- General fund terminology is being changed to General Operations Ballston Spa National Bank.

Director's report: Fred and Arlene both expressed thanks to director for the clarity of her reports.

Remainder of Board agreed.

- Discussion over need for Notary Public at the Library. Director will check with SALS and see what their feeling is. Convenient occasionally, but we will be short-circuiting relationship with Town Hall and Bank and Lawyer's office –all of whom have Notaries that can be used by residents at no or moderate charge. Will be discussed when more information is available.
- Although the Have-a-Heart trap has been installed in the attic, nothing has been captured. It does seem to like our peanut butter, and we will keep feeding it until we can think of something else to do.
- Discussion concerning the cost of Scotia-Glenville Museum programs. More attention will be paid to the possibility of utilizing local residents and visitors for programming.
- The Director was pleased to notify us that the results of the Construction Grant application she filed has just arrived, and we received the amount we requested to redo the sidewalk! She will discuss procedure with Bill Bateman, Chairman of Buildings and Grounds.
- Laurie Urquhart has volunteered to be our weekly cleaner. Several have commented on much improvement in the building, and the Secretary has been directed to write her a note expressing our gratitude on behalf of the Library and its public.
- Among the many items that the Director reported on (report filed with minutes), one that stands out is the training class she held for staff on library procedure – including what to do in an emergency situation, among them being a shooter situation. We are grateful for her attention to detail.

- Cyber Insurance - SALS is not doing it - suggests we discuss it with our own insurance company if we feel it necessary. This topic is referred to the finance committee for further consideration.
- Director requests that we eliminate the Petty Checking report that she provides, since she gets it from Jim, redoes it and provides it to us –as he does in his report. It is time consuming, and would appear to be redundant.
- Staff Member fell on ice in driveway last week: filled out an accident report but couldn't find the actual form that we have always used. Director will remind staff to take a minute to toss a scoop of sand on the drive when they go in or out –Board Members could, as well. Sand bucket is kept full and relatively easy to get to this year.

Report of the Friends of Library: Bill Bateman:

- Book Sale made \$330.00 – not quite as profitable as they would wish – and difficulty finding a place that will take the left over books continues. Are considering changes that might improve sales.
- Friends “TASTE OF CHOCOLATE” will be held on Sat., Feb 6 at the High School Cafeteria. Tickets are at the Library. This is the 8th annual event.

Correspondence: Arlene received an invitation from SALS for a Long Range Planning session in March. We are requested to send the Director and one board member. Deb Flint and Mary Lynn will attend.

STANDING COMMITTEES:

Building and Grounds: Bill Bateman: Will begin managing the chlorine in our water system ; Wonders how much is in his budget – or does he have a budget - and how does he facilitate purchases.

Jim will take a look at the revised budget - Arlene indicated that larger purchases must be approved ` by the board, smaller ones can be discussed with Director, who will decide what goes to Board and what is handled by petty cash, etc. Bill recommends the replacement of a damaged storm window on the building. Suggestions that he contact Ed Pike or Paul Foust, for advice on replacement and that he contact Curtis Lumber Company to request the donation of a new storm window.

- **Personnel:** Chairman is not at this meeting - however, will be contacted to arrange a meeting asap for discussion of posting the Director's position , which should be done by end of month. We have to decide on salary range.
- **Long Range Plan:**
Will meet as soon as possible after Phyllis returns from vacation.
- **Public Relations :**
Director reported that the committee met and is enthusiastic about helping to reach the community, utilizing a number of media options we have available. Included as possibilities are welcome to the community packets, do a seed and plant exchange, did you know notes in town news and all materials turned out by library, etc.

Ad-Hoc Committees:

- **New Building:** Fred indicated no new items at this time.
- **Library Development:** Nothing new at this time.

Unfinished Business:

Personnel Policy Changes:

The Personnel Committee is still working on revisions, which when complete, will be presented to the Board for approval.

Cyber-Liability Insurance Coverage: Referred to the finance committee for more discussion.

Open Board Seat: Arlene has one volunteer who has expressed interest and plans to come to the next meeting.

Maintenance Contract for furnace: Bill is working on it.

Listening Sessions:

- The one on the 27th is set up – will recontact those we have called to confirm.
- Refreshments will be available.
- Mr. English will facilitate.
- Motion by Fred Baily, 2nd by Jim Hodsoll to plan to hold two more sessions, open to the public and tentatively scheduled for February 24 and March 5 at Galway Town Hall. CARRIED

Donations Procedures: being worked on by Bill Bateman.

New Business:

- **Retroactive pay adjustment for clerks:** Moved by Fred Baily, 2nd by Jim Hodsoll that the hourly pay rate for all clerks be adjusted to \$9.30 per hour, retroactive to 9/30/15, as recommended by Interim Director Debra Flint. CARRIED
- **Broken Equipment:** Moved by Jim, 2nd by Fred that Bill Bateman be directed to arrange for the recycling or disposal of broken library equipment. CARRIED
- **Director Vacation:** Motion by Jim, 2nd by Mary Lynn to retroactively approve the Interim Director's use of a vacation day on January 16. CARRIED
- **Mailing of Post Card Notice for Public Meetings:** Bill Bateman reported on a suggestion by the Friends to do a district-wide mailing of a postcard informing school district residents of upcoming listening sessions. The Friends would pay for the printing and mailing. Discussion followed. Mary Lynn made a motion, Fred 2nd, to accept the offer of the Friends and have the Director and PR committee work on this. CARRIED Director will investigate cost and timing of printing and bulk mailing to determine whether a mailing can reach residents at least a week before the sessions.
- **Budget Plan for 2016-2017:** Jim will make changes in Quick Books to review at next meeting. Will adjust both income and expense listings. "Budgets are a framework, but can be adjusted" was quoted during the discussion.
- **Posting of Director Position** Discussion followed on posting of director's position. Neil will be contacted for urgent meeting of Personnel Committee. Their recommendation for the posting will be made at the next board meeting.

Adjournment: Moved to adjourn meeting at 9:04 by Fred Baily. 2nd by Jim Hodsoll. Carried –Adjourned .

Mary Lynn Kopper, Secretary