

Galway Public Library  
Board of Trustees Workshop Meeting  
July 7, 2016

Meeting Brought to Order at 6:33 pm by President Rhodes.

Attendance: Fred Baily, Donna Erikson, Deborah Flint, Director; Judy Knowlton, Arlene Rhodes, Phyllis Keeler, M.L.Kopper. Absent: Jim Hodsoll

**Public Comment:** None

**Ad – Hoc Committees:**

**New Building:** Fred received a note from Heather of BRMA indicating that they are working on plans for the site work. Heather will want to meet with Dave Edmonds, owner of the adjoining property on the East, to explain the work that will be done on the new library property.

**Finances:** In Jim's absence, Mary Lynn and Arlene examined the bills and found no problems in the check registry or other areas. Motion by Donna to approve the expenditure of funds listed on the Bank Account Registers of June 17, July 1 and July 2. Motion seconded by Fred. 6 approved, 0 opposed. CARRIED.

Invoice received from BRMA Motion by Donna and second by Fred to approve payment of \$635.00 for BRMA additional services. 6 approved, 0 opposed. CARRIED.

**Unfinished Business:**

**Focus groups:** Committee has prepared a list of people that might be appropriate to invite to participate in the various groups - 10 to 12 in each group, to provide input on library services and new building plans. The format was suggested in a Webinar taken by Arlene and Mary Lynn. 16 or 17 names in each list, assuming that some won't be able to attend. Participants will represent all parts of the school district, a range of ages and interests, and different viewpoints on a new library building plan. Board Members are invited to submit names that they feel would work well in groups. Once a facilitator has been identified, at least two sessions will be scheduled. Arlene to follow through on setting this up.

**New Building Donation Forms – Procedure:** Director and Bill Bateman have worked on the forms, are in process of going on web when needed. Board members reviewed the final draft which they had previously approved.

**Sidewalk:** Three estimates are in. After hearing what each includes and reviewing prices, we are inviting Chairman of Building and Grounds, Bill Bateman, to make his recommendation to us at the next meeting.

**Leadership Saratoga:** Director Flint with the help of Anne Rockwood has prepared an application for assistance with PR for the library. After review, Mary Lynn made the motion that the application be submitted to the Chamber of Commerce by the August 1<sup>st</sup> deadline. 2<sup>nd</sup> by Judy. 6 approved, 0 opposed. CARRIED.

**New Business:**

Nomination/Election Board Officers for 2016 – 2017. Mary Lynn presented the slate of officers for the nominating committee: Arlene Rhodes, President; Fred Baily, Vice President; Mary Lynn Kopper, Secretary. Phyllis made a motion to have the secretary cast one ballot for the slate of officers, 2<sup>nd</sup> by Donna. In favor: 6, Opposed, 0. CARRIED. Arlene asked that all board members think about which committee (s) they would like to chair or serve on during the coming year and to let her know their preferences.

**Finance Policies:** Sections which have been proposed for revision will be referred to the Finance Committee for further discussion.

**Bullet Aid from Senator Farley** Director Flint announced that we have been notified that we will receive \$15,000 from Senator Farley. As soon as the check has been received, the Secretary is directed to send a letter of appreciation and thanks for long support of all libraries, including ours since its inception. Director Flint will also send an acknowledgment.

Motion by Fred and 2<sup>nd</sup> by Phyllis to place the \$15,000 in the library Capital Fund. Approved, 6, Opposed, 0. CARRIED.

**Rescinding Personnel Appointments** Motion by Phyllis Keeler and 2<sup>nd</sup> by Donna Erickson to rescind the appointment of Lois Hammond and Meghan Center to the position of Substitute Clerk, effective July 1. 6 approved, 0 opposed. CARRIED.

**Personal Business Day** Director Flint requested next Tuesday, July 12<sup>th</sup>, as a Personal Day. Fred made the motion to approve the Director's request. Donna 2<sup>nd</sup>. 6 approved, 0 opposed. CARRIED.

**Trustee Orientation** Deb and Arlene will set a date for Judy Knowlton's new trustee orientation.

**Adjournment** Motion was made by Judy Knowlton and 2<sup>nd</sup> by Phyllis Keeler that the meeting be adjourned. 6 Approved, 0 Opposed. CARRIED: Meeting adjourned at 7:51 pm.

Mary Lynn Kopper  
Secretary

Next Board Meeting will be: July 21, at 6:30 pm.