

## **Galway Public Library**

Board Meeting, Thursday, June 16, 2016

Attendance: Arlene Rhodes, Fred Baily, Jim Hodsoll, Donna Erickson, M. L. Kopper, Judy Knowlton; Bill Bateman, Friends liaison; Debra Flint, Interim Library Director. Absent: Phyllis Keeler

**Oaths of Office:** Given by President Arlene Rhodes to Judith Knowlton and Donna Erikson, whose terms begin immediately. Dates of each term of office selected by members who received same number of votes: Judy selected the two-year term, Donna, the four-year. The two-year term is for the seat vacated by the resignation of Neil Goes in March 2016. The four-year term is for the seat previously held by Ed Pike and not filled in the June 2015 election.

### **Minutes of prior meetings :**

- Motion was made by Fred to approve minutes of May 18, second by Jim Hodsoll. 6 in favor, 0 opposed - CARRIED.
- Motion made by Jim Hodsoll, 2<sup>nd</sup> by Fred to approve minutes of the special meeting of May 24, 6 in favor, 0 opposed. CARRIED.
- Motion made by Fred to approve the minutes of the Workshop of June 2, 2<sup>nd</sup> by Jim Hodsoll - 6 in favor, 0 opposed. CARRIED.

### **No Public Comment.**

### **Treasurer's Report:**

- Discussion concerning the formats that have been presented recently which are different from the ones we have been receiving - much of the concern is in the Quick Book Set Up, and Jim will work on that with bookkeeper.
- Mary Lynn and Jim have checked the bills and found them in order.
- Fred moved that the check registers for June 6, 13 and 17 and the Petty Cash and Receipts Logs be approved. 2<sup>nd</sup> by Mary Lynn. In favor: 6, Opposed: 0. CARRIED.

### **Director's Report:**

- Questions regarding the dissemination of the circulation figures - Director says that the format is slightly different because the methodology changed between the time of previous directors and Deb doing the computation for years 2014, 2015 and current.
- Question regarding the most efficient way to procure lists of registered voters. Deb will seek more information before the next library election.

### **Friends of Library Report:**

- Bill reports that the Memorial Day Book Sale went well - made approximately \$730.00 -- and the good part was that there were not as many books left at the conclusion as there usually are and they were returned to the shed for the next time.
- The tickets for books for children given out when parents filled out the survey went well - and we received approximately 30 completed surveys.
- The Wine Tasting: attendance down somewhat - but the proceeds totaled \$1,900 – a good amount. Barb Bolton, a member of the Friends, deserves credit for the prizes that were given out – will encourage more attendance for next year.
- The Friends also did the phone calls for the vote – and did that well as usual.

**Correspondence: None.**

## **Standing Committees:**

### **Building and Grounds:**

- Bill noted that the 6<sup>th</sup> Grade cleanup day with the students and Garden Club went well - he worked with Mary Lynn, one parent and 6 youngsters – who raked and filled many bags with sticks and weeds. Friends had purchased flowers for planting.
- He needs a chairperson of the Library Painting Committee - lots of little jobs can be done.
- Could use help cleaning up land behind the shed.
- Sidewalk Quote Number 3 has not yet come in.

**Finance:** Jim is scheduling a meeting, Possible 3<sup>rd</sup> Wednesday – waiting for feedback from committee.  
Meeting will be held at 7 p.m.

**Personnel Committee** An Organizational Committee Meeting will be scheduled in July.

**Long Range Planning Committee:** Will be working with Public Relations Committee on surveys.

## **Ad-Hoc Committees:**

### **New Building:**

Fred indicated that the committee has authorized Butler, Rowland and Mays to begin working on plans – for new building design .

## **Unfinished Business:**

**Donation Procedures:** Motion made by Donna to approve form and procedures with the addition of New in the phrase Galway Public Library's New Building Fund, 2<sup>nd</sup> by Jim Hodsoll. 6 in favor, 0 opposed. CARRIED.

**990 Tax Filing / 501c3:** Referred to Finance Committee.

**Sidewalk :** Tabled until 3 estimates have been received.

**Donor Perfect:** Based on discussion, we will NOT be using the account at this time – we may reinstate it at a later period or choose a different method for tracking donations.

**Surveys:** To date, 37 have been turned in, compiled and reviewed by Interim Director Deb Flint. Surveys will continue to be accepted during the summer.

**Focus Groups:** The purpose is to collect information on what library services community members want and what elements are needed in a new library building. First will be a meeting with staff on June 28<sup>th</sup>. Fred will be Board Participant. Focus Group 2 will be with the Friends at a Board meeting in July, date not yet confirmed. Arlene, Mary Lynn and Donna will meet to plan for focus groups composed of community members. All Board members should send suggestions of focus group participants to Arlene.

**Proposal for Staffing:** Fred moved that the staffing proposal from Director be approved. Lois Hammond and Meghan Center, now sub-clerks, are appointed Library Clerks, effective July 1, 2016 at a rate of pay of \$9.30 per hour. Lois will work Thursdays for an average of 6 hours/week, and Meghan will work Fridays for an average of 4 hours/week. Donna 2<sup>nd</sup>. 6 approved, 0 opposed. CARRIED.

## **New Business:**

**Election Results:** Motion was made by Fred to accept the results of the June 14 budget and trustee election - 96 ballots cast, 87 yes and 9 no. For trustee, Judy Knowlton 94 and Donna Erickson 94. Jim 2<sup>nd</sup>. 6 approved, 0 opposed. CARRIED.

Donna accepted the 4 year term, Judy, the 2 year term. Since the election resulted in a tie, they were permitted to agree on their respective terms. Jim moved that we approve Donna Erickson for a four-year term and Judy Knowlton for a two-year term. 2<sup>nd</sup> by Fred . 6 approved, 0 opposed. CARRIED.

**Appointment of Library Manager** Mary Lynn made a motion to approve the appointment of Debra Flint to the position of Library Manager to work 35 hours per week at an annual salary of \$38,220, effective July 1, 2016. Donna

2<sup>nd</sup>. 6 approved, 0 opposed. CARRIED. Our new Director/Library Manager indicated that she has plans to pursue an MLIS degree and is in the process of applying to a program at the University of Alabama.

**Nominating Committee:** Arlene appointed Jim Hodsoll, chair, and Mary Lynn Kopper and Donna Erickson to serve on the nominating committee. They will report nominations for the offices of President, Vice President, and Secretary at the July 7 meeting.

**Adjournment:** Motion to adjourn made by Jim Hodsoll, 2<sup>nd</sup> by Judy Knowlton. 6 approved, 0 opposed. CARRIED.

Meeting adjourned at 8:43.

M. L. Kopper, Secretary

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Following meetings will be held on these dates:

. Next Board Meeting: July 7 at 6:30.

(min.June16,2016)