

Galway Public Library Board of Trustees Meeting  
June 2, 2016

Meeting Called to Order: By President Rhodes at 6:38 p.m.

Present: Arlene Rhodes, Jim Hodsoll, Fred Baily, Donna Erickson. Interim Director: Deb Flint. Absent: Phyllis Keeler, M. L. Kopper

Financials: Motion to approve the payment of bills listed on the Bank Account Registers of May 23 and June 4, 2016, previously examined and approved by 2 board members, made by Jim Hodsoll and 2<sup>nd</sup> by Donna Erickson. CARRIED: In favor 4 – opposed – 0.

**Unfinished Business:**

- **BRMA Services Authorization** The Board reviewed a proposal from BRMA for Architectural Consulting Services, for new building design revisions, requiring signature of President Rhodes. Motion to approve the BRMA Services Authorization by Fred, 2<sup>nd</sup> by Jim. CARRIED. In favor 4, opposed – 0. Director will mail the signed authorization.
- **Site Work Using NYS Construction Aid Funds** The Board reviewed correspondence from EDP, provided by BRMA, regarding the adjusted site work scope to be performed at the new library property. The work will be done in compliance with the NYS Construction Aid funds awarded in 2014. Fred made a motion to authorize BRMA to commence work in accordance with Heather Hasselbacher's E-mail of June 2, 2016, 2<sup>nd</sup> by Jim. CARRIED. In favor, 4 –Opposed 0.
- **Focus Groups:** President Rhodes proposed the formation of focus groups to seek input from the public, staff and Friends of the Library about the services they wish the library to provide and what features/components are needed in a new building in order to provide those services. She asked Board members to be prepared to suggest names of participants from all areas of the school district, people of different ages with varying interests, those who use the library and those who don't. She suggested that the Staff and Friends of Library be asked for input before going to the general public.
- **Insurance Information:** On the use of the site of the future library: Mary Lynn reported that she spoke to Paul O'Malley of Adirondack Trust Insurance regarding the use of the property by volunteers - friends wishing to see the area to better plan future use and a volunteer neighbor who mows paths as he has for many years to facilitate viewing. Mr. O'Malley stated that while they would not encourage public use by youngsters or hikers, we have coverage for incidents resulting from our volunteers or supporters visiting the facility under our normal liability policy.

**New Business:**

**Appointment of Library Assistant:** Motion made by Fred to appoint Sara Pandori to the position of library assistant in charge of youth services, at a salary of \$14.00 per hour with a fourteen-hour work week, scheduled for Tuesday at 8 hours and Thursday at 6 hours, appointment effective June 2, 2016. 2<sup>nd</sup> by Jim. CARRIED, in favor 4, opposed – 0. In compliance with civil service regulations, Interim Director Flint made the recommendation for Mrs. Pandori's appointment from the Certification of Eligibles list provided by the Saratoga County Department of Personnel. Interim Director Flint will send the required documents to the County.

**Memorial Day Event:** report by Donna and Director on the library table in the Village Park. Good response to questions. A number of books reported picked up by children whose parents filled out the questionnaire.

**Executive Session:**

Motion by Jim to go into Executive Session for the purpose of discussing the terms of employment of a particular individual. 2<sup>nd</sup> by Fred Baily. CARRIED In favor - 4, opposed – 0 Executive Session begun at 7:50 pm.

Motion to return to regular meeting by Fred, 2<sup>nd</sup> by Donna. CARRIED 4 in favor, 0 opposed. Return to regular meeting at 8:35pm.

**Adjournment**

Motion to adjourn by Jim Hodson, 2<sup>nd</sup> by Fred Baily. CARRIED. 4 in favor. 0 opposed.  
Meeting adjourned at 8:42 p.m.

Donna Erickson, Secretary Pro-Tem