

GALWAY PUBLIC LIBRARY
Board of Trustees Meeting, March 16, 2016

Meeting was called to order by President Rhodes at 6:32 pm.

Present: Neil Goes, Arlene Rhodes, Phyllis Keeler, Donna Erickson, Fred Baily, Mary Lynn Kopper, Director Deb Flint, Liaison with Friends of Library, Bill Bateman.

Minutes of prior meetings were presented for review. Minutes of Feb. 17, second revision was not received; a corrected copy will be sent and filed. Neil made motion to accept the minutes as corrected, Phyllis 2nd. 6 yes, 0 no. CARRIED.

Phyllis moved that the minutes of Workshop Meeting of March 3 be approved as distributed. Fred 2nd. 6 yes, 0 no. CARRIED.

Treasurer's Report:

- Question from Anne Rockwood, Bookkeeper: "Can we download the files as she is sending them?" The PDF needs to be sent to board members, acc. to Fred Baily.
- "Must the entire board review all the invoices?" It was suggested by Fred that the matters be covered in a meeting with Anne and Jim after his return with the finance committee. Question on the placement of funds In the "capital fund" have been asked also –and need clarification.
- Mary Lynn and Arlene have examined the invoices. Mary Lynn made motion to approve the check register and receipts log, Neil 2nd. 6 yes, 0 no. CARRIED.

Director's Report:

- Message from Sara Pandori asking for an increase in hours up to two hours more per week to allow for preparation for the spring and summer program, which is upcoming. Will be discussed under New Business.
- Director asked that we implement a new "Read Down Fines" / fine forgiveness program. Will be determined under New Business.
- Personnel Policy: Copy of latest revision has been prepared and given each board member. The policy booklet needs to be updated with the most recent copy of each policy.

Friends of Library:

- Bill Bateman indicated that the wine tasting will be June 7, Tuesday night, from 7 to 9, at the Cock and Bull Tickets will be available very soon at the library.
- Next book sale will be Monday May 30, at the Memorial Day Celebration in the Park, from 9 to 1. Friends still have not settled the convenient disposal of remaining books after the sale. . . ideas or contacts are welcome.
- The next "Taste of Chocolate" will be held on February 11 at the school.

CORRESPONDENCE: Materials have been received on the upcoming LTA conference in Plattsburg. If anyone can attend or is interested in attending, please contact Director to be considered for the SALS tuition assistance.

Standing Committees:

- **Building and Grounds:** Bill Bateman, Chairman, No Report.
- **Finance:** Meeting will be scheduled as soon as Jim returns.
- **Personnel Committee:** The Director search has been completed. We are awaiting announcement of qualified candidates from Civil Service.
- **Long-Range Plan:** Has held one meeting - Mary Lynn requests that a joint meeting be held with Public Relations Committee, since they must work closely with each other in planning for the future. Deb will follow up on this.
- **Public Relations Committee:** Meeting scheduled for next week. Annual Newsletter must go out May 18th, which means it must be ready to go first week in May. A survey might be developed as a portion of that newsletter - questions currently being worked on.

Ad-Hoc Committees:

- **New Building:** Chuck Quinlan has offered to bring a contractor to discuss new building plans. They will be encouraged to attend the April 7 workshop meeting. President will make contact.
- **Library Development:** Meeting needs to be scheduled as soon as possible.

Unfinished Business:

- **Donation Procedures:** Jim, Bill and Director are still working on a process.
- **Director Search:** Civil Service Examination must be taken by all applicants –results will be announced in May. Arlene will contact all applicants to inform them that the interview process has been completed.
- **IRS 990 tax filing and 501c3:** The topic is referred to the Finance Committee for discussion and recommendation.
- **Resignation of Trustee Neil Goes** Neil provided the Board with his formal letter of resignation, effective April 7. His work schedule does not allow him time to continue to serve on the Board. Fred made the motion, Mary Lynn seconded, that we accept it with regret and our thanks for working with us for the past three years. 5 yes, 0 no, Neil abstained. CARRIED.

New Business:

- **Board Retreat:** Arlene will send Board members dates for consideration of a Friday morning in April from 9-12 at the library.
- **Additional Hours for Library Assistant:** Neil made a motion that we increase Sara Pandori's hours by up to two hours per week for program planning as recommended by the Director. Mary Lynn seconded. 6 yes, 0 no. CARRIED
- **Library Fine Forgiveness:** Motion by Mary Lynn and 2nd by Fred to approve the fine forgiveness program: 1. "Read Down Your Fine" is intended for youths 17 & under. For every 1/2 hour they read (or are read to) in the library, they will get the equivalent of \$1 off the amount they owe for overdue fines. 2. "Can Food" supports the GGCSA food pantry. For every can or non-perishable item brought in, we will reduce the overdue fine by \$1.00. All methods are only valid for Galway fines and overdues. Replacement costs for lost items are not eligible for fine reduction. 6 yes, 0 no, CARRIED.

Adjournment: Neil moved to adjourn the meeting, Donna 2nd, 6 yes, 0 no, CARRIED. Meeting adjourned at 8:17.

M. L. Kopper, Secretary