

## **GALWAY PUBLIC LIBRARY WORKSHOP MEETING**

Thursday, May 5, 2016

### **Meeting Called to Order: 6:35 pm**

**Attendance:** Arlene Rhodes, Fred Baily, Jim Hodsoll, Donna Erickson, Mary Lynn Kopper, Director Debra Flint. Absent, Phyllis Keeler.

**Public Comment:** None

### **Ad-Hoc Committees:**

#### **New Building:**

- Fred indicated that we should select a target date for the next referendum. February 7, Tuesday, was suggested as a possibility.
- Fred reviewed opportunities for the new building project cost reductions. There was discussion on upper limits for the cost of the building and the amount for a bond referendum.
- Arlene proposed that a field trip be held to visit the Gardiner Library to take a look at their interior plans. Fred will make contact. All board members are invited.

### **Library Fund Development:**

- Arlene will call a meeting to update the committee on the status of new building plans. Activities of this committee will be suspended until further notice.

### **FINANCIALS:**

- All bills have been reviewed by Arlene, Jim and /or Mary Lynn and approved for mailing. Fred moved that payment of bills on the check registers for April 26 and May 6 be approved, Jim 2<sup>nd</sup>, All in favor: 5. Opposed: 0 **CARRIED.**
- Discussion followed on whether the library might seek the services of a different lawyer – directed to Finance Committee for review: Should we contact once more Ben Gailey or see if SALS would made a recommendation on someone familiar with school district law in the capital district. Deb will ask Sara Dallas for an opinion.

### **UNFINISHED BUSINESS:**

- **Playful Clay Class Fees** were reviewed. Materials fee for adults and teens, \$35; children 12 and under, \$10. Preregistration by 20 participants and prepayment required for program to commence.
- **Quickbooks Renewal :** We are currently using QuickBooks Premier 2013, and we must update it this year. Jim stated that there are four options. The first is to purchase QB Premier series 2016 at a cost of \$350 and renew subscription for Payroll in August at an additional \$520. The 2<sup>nd</sup> is to contract with a payroll service that will cost between \$700 and \$1600 and do not upgrade our QBN Premier, nor subscribe to QBEP in August. The 3<sup>rd</sup> is to replace our Premier 2013 with Pro 2016 (\$200) and renew Payroll subscription for \$520 in August. The last is to replace Premier 2013 with Pro 2016 and add Enhanced Payroll at \$540, and renew subscription in June of 2017. All about the same amount of money. After some discussion Mary Lynn suggested that we ask Jim and the Finance Committee to research the situation and come back to us with a decision at the next meeting. Fred made the motion that we do so, Jim 2<sup>nd</sup>. In Favor: 5, Opposed: 0 **CARRIED**

### **NEW BUSINESS:**

- **Election Proposition:** Fred made a motion to approve the election proposition, Jim 2<sup>nd</sup>. In Favor: 5, Opposed : 0. **CARRIED.** Proposition is filed with the minutes.
- **Report to DLD on Site Prep Grant** Fred made the motion, Donna 2<sup>nd</sup>, to authorize Director Flint to notify the Department of Library Development of the intent of the Board to accept the compromise dates on application 0386-15- 5868 , phase 1 for the preliminary site work. All in favor: 5. Opposed: 0. **CARRIED.**

- Arlene proposed that a notice be added to the annual newsletter indicating that site work will be done shortly, as specified by the contract that was already proposed and accepted by the board for site preparation on the East St. property. Director Flint will review the insert with Board Members prior to printing.
- Fred will contact BRMA for a meeting as soon as possible to discuss site work that can be performed using funds from the 2014 NYS Construction Aid Grant. Attendees will be Fred, Arlene, Jim, and Director.
- Arlene proposes that we consider once more creating small “focus groups” -- was a strong part of the pre-planning for a referendum suggested by both SALS Webinar that she and Mary Lynn listened to, and the program attended by her and Donna. They suggest each group have between four and eight people in it. Will be considered.
- PR Committee will be meeting on the 12<sup>th</sup> of May, 6 p.m. with the Long Range Planning Committee to discuss the Memorial Day activities and the immediate public relations opportunities that we can utilize.
- Also suggested by bookkeeper Ann Rockwood was that we contact and apply for a Leadership Grant this year from the Saratoga Chamber of Commerce group. She believes applications are due in July. Director will look into application and date.
- Deb and Donna will participate in the May 16 Strategic Plan program with SALS. Board members should contact Deb before the meeting with any input they have.

**Adjournment:** Motion to adjourn Meeting made by Jim. 2<sup>nd</sup> by Fred. CARRIED.

Meeting adjourned at 9:04.

M. L. Kopper  
Secretary

5-5-16, minutes.