

GALWAY PUBLIC LIBRARY

Meeting of the Board of Trustees

Thursday, November 17, at 6:30 pm

- Present: Arlene Rhodes, Director Deb Flint, Fred Baily, Judy Knowlton, Phyllis Keeler, Donna Erickson
Member of the Public: Paul Ashman, Book-keeper, Anne Rockwood
- **Meeting Called to order: 6:32 by President Arlene Rhodes.**

Minutes of Prior Meetings:

- Motion was made by Judy Knowlton, 2nd by Donna to approve minutes of October 20 - Approved: 6, Opposed: 0
CARRIED.
- Motion was made to approve minutes of November 3, 2016, by Donna, 2nd by Judy. Approved : 6,
Opposed: 0. **CARRIED.**
- Motion to approve minutes of Special Meeting of November 11 made by Judy, 2nd by Phyllis Keeler. Approved, 6
opposed 0. **CARRIED.**

Treasurer's Report:

- Finance Committee met - Some questions are still being worked out between Bookkeeper Anne Rockwood and Committee- primarily on the adjustments of paper work to upgraded Quik-Books.
- Story Quilt funds didn't go to correct listing – will be reviewed.
- Receipts Log: Bullet Aid for Capital Fund from Farley's Office was listed under General Fund – will be re-directed to Capital Fund- will be checked more carefully in the future as funds come in.
- Budget vs. Actual and Balance Sheet, Bill Payment and Receipts. Motion to approve the payment of bills listed on the November 18 Bank Account Register and to approve the Receipts Log of November 14 by Phyllis Keeler, 2nd by Fred Baily. 6 approved, 0 opposed. **CARRIED.**
- Book keeper's recommendation to Board: Finance Committee should consider reducing number of Bank Accounts. Explore the possibility of opening an account in another local bank rather than the online account.

Director's Report:

- Director to be commended: Report is solid and provides much information – shows increase in use of library by all ages of public - plus all needed reports.
- Advertisements are out for new staff member with technical skill, additional Board Member, volunteers.

Friends of Library Report: Liaison not present.

Correspondence: Director Flint reported that a letter of thanks had been received from Senator Farley for the NYLA award he received.

Standing Committees:

- **Building and Grounds:** Donna reported on work to be done on north door installation, one hole in decking repaired and strip of paint added to indicate change in elevation from one deck to another, work in garden. Paul Foust donated work and lumber on steps to storage area.
- **Finance:** No formal report.
- **Personnel:** No report.
- **Long Range Plan:** Preliminary Meeting scheduled.
- **Public Relations:** Committee needs to meet; a chairperson is needed.

Ad Hoc Committees

New Building:

- Fred Baily reviewed an alternate rendition of the façade for the new building plan which will be discussed with BRMA. Discussion of possible ways to reduce the cost of the new working plan: dropping geothermal wells for

heating system, moving collection by volunteers, etc. All under consideration as we attempt to cut costs further.

- Mary Lynn will discuss several suggestions by members of public with town zoning/planning chairmen and /or county and DEC representatives and bring report to meeting.

Unfinished Business:

- **Future Legal Advice:** Still searching for someone locally that would be willing to occasionally provide some legal advice “pro-bono” (or at a more reasonable fee)
- **Minimum wage and Personnel Classification change:** Motion by Fred Baily and 2nd by Judy Knowlton to reclassify the Library Manager position of Deb Flint from exempt salaried to nonexempt hourly effective today, November 17, 2016. The change is in compliance with the requirements of the Fair Labor Standard Act. 6 in favor, 0 opposed. **CARRIED.** A letter to Deb Flint, approved by the Board of Trustees, indicating formal notification of the reclassification of our Library Manager’s position was signed by President Arlene Rhodes and Library Manager Deb Flint and filed with the minutes and in the Personnel Files.
- **Appointments:** Motion by Phyllis Keeler and 2nd by Donna to approve the following appointments: Judy Knowlton as additional Bank Account Signatory and member of the Personnel Committee; Fred Baily as Acting Chairman of the Finance Committee and Acting CFO as a result of the retirement of Jim Hodsoll. 6 in favor, 0 opposed. **CARRIED.**

New Business:

- **Personnel Policy Revisions:** The Board reviewed proposed changes to reflect the reclassification of the Library Manager position. Deb will distribute the proposed changes. Approval at next meeting.
- **Board Meeting Documents:** Arlene has requested that all documents to be considered at Board meetings be printed by library staff and ready to be picked up by Board members, no later than Tuesday afternoon before each Board meeting.

Adjournment: Donna made the motion and Judy 2nd that the meeting be adjourned. 6 in favor, 0 opposed. **CARRIED.** Meeting adjourned at 8:08 pm.

M. L.Kopper, Secretary