

GALWAY PUBLIC LIBRARY

Board of Trustees Meeting: Wednesday November 18, 2015

Attendance: Arlene Rhodes, Fred Baily, Neil Goes, Jim Hodsoll, Phyllis Keeler, M. L. Kopper, Liaison with Friends, Bill Bateman, Int. Director Debra Flint.

(Prior to being called to order, listing of those members who will be absent during December was given to facilitate scheduling meetings)

Neil will be out of town for the Dec. 20th meeting

Arlene will be gone from Dec. 2 until later in month

Phyllis will be gone after 1st meeting in December until late in February

Meeting Opened by President Rhodes at 6:35.

Minutes approved: Motion was made by Jim Hodsoll to approve Minutes of October 1st:

2nd by Phyllis Keeler. CARRIED.

Motion made to approve special Meeting of October 13 by Neil. 2nd by Jim Hodsoll. CARRIED.

Motion made to approve minutes of October 21st by Phyllis, 2nd by Fred. CARRIED,

Motion made to change the date (typed incorrectly) of final meeting on November 5th and approve
By Jim Hodsoll , 2nd by Fred , CARRIED with correction.

Public Comments : No Public Present

Treasurer's Report: Jim Hodsoll reported contact from UPRBO, the firm with whom we contract to handle our website - stating that the Preservation Society membership had lapsed. Discussion indicated that, although we had paid it immediately, we were not certain how the contracts with other groups in the community were handled – do they pay us for privilege, and we pass it on the company, do we pay for it all and not charge the other groups? Lib. Director will contact company to find out specifics of service contract – was put in place quite a while ago, and we are not sure of arrangements. We believe that Preservation Society, Galway Village, Garden Club sites all go through our contract.

- Library Debit Card expired in August - it was during the transition period, and has been taken care of.
- Our new bookkeeper has started, and we are “catching up” .
- No Petty Cash Log included for monthly approval - no entries in it since last period.
- Invoices have been reviewed by M.L. and Jim; approved for payment.
- Auditors will be on site this Friday – Jim has several questions for them about application and procedure and will ask for clarification.

Motion made by Neil , 2nd by Phyllis to approve attached cash receipt log, and Invoices as reviewed by Board as listed. CARRIED.

Director's Report: Arlene noted that the Board appreciated Int. Director's return to the older style program attendance and circulation statistics presentation on her report. All agreed it was easier to understand.

- Questioned the Tinker Tuesday programs – have they begun and/or are they planned to begin – we are aware that the previous director delayed the start because she thought the school participant instructor was under enough pressure the first semester. Deb has been in contact with Jeanine, is

awaiting return call. We can run it ourselves if the school cannot participate – but the students seemed to enjoy participation by class group. Will report on it at next meeting.

- **Discussion about need for Children’s Program increase:** Director says she believes we need to have someone in that position . Questions raised concerning what we can afford, how many hours, salary base. Will be discussed by Finance Committee, Personnel Committee and Director .
- **Tables:** We have received a Challenge Grant for 2015 for \$2133.00. We applied for 2 computer tables that would enable those in wheelchairs to utilize our computers. Director believes only one will fit in current space - and has discussed with SALS taking only one of the tables – with the ancillary wiring and set-up , and purchasing the privacy screens for the table at an additional fee. (the bill with all the parts will come to well over the grant costs for the two tables) We will need to remove the tables we are currently using, and store them until we move into the new facility.
- **The new keys and code for building** have been ordered – work will be done right after Thanksgiving.
- The **2016 Construction Challenge and Technology Grant application** is due December 31. Library Building and Grounds Chairman hopes that we can get cost estimate on making walkway up side of building wheelchair compliant.
- **Maintenance** Person is resigning, but has not sent in key and letter of resignation as requested.
- Discussion followed , Board felt letter indicating resignation can be sent to him, and job posting can proceed.

- The two computer monitors are being replaced. Bill will arrange to take the two older ones to store to turn back for recycling. One computer tower is going back to SALS because it isn’t working correctly. Mary Hanley of SALS wiped and reimaged director computer to remove viruses.
- **Donation Letters** are up to date from last January, thanks to Deb and Evelyn Hanna. The President will do several of the Special response letters, and procedure will be put in place so that they are done in a more timely manner.

Mary Lynn Kopper, Secretary