

**Galway Public Library
Board of Trustees Workshop Meeting
Thursday, November 3, 2016**

Meeting Called to Order by President Rhodes at 6:39 p.m.

Present: Arlene Rhodes, Fred Baily, Judy Knowlton, Mary Lynn Kopper. Absent: Donna Erickson, Phyllis Keeler, Director Deb Flint.

Public Comment: NONE

Pledge Forms were made available to Members of Board Present for their notation of donation to the new Building Fund, signed and sealed and provided to Sara Pandori, Children's Director, for safe storage in Director's absence. (Note: Director is attending NYLA conference.)

Finances: Check Register and Bank Account Register (Approval of Bills): Bills were reviewed by full Board. They had been reviewed previously by Mary Lynn, Arlene and Judy Knowlton for payment.

- Discussion followed once more concerning the ideal formatting of billing records - not quite what we want as yet, although bookkeeper is working on problem of Quik-Book upgrade confusion.
- Motion by Fred Baily, 2nd by Judy Knowlton to approve payment to Butler, Rowland and Mays Architects for services in the amount of \$1828.40 as listed on the New Library Checking Account Register of Oct. 1 – Nov.3, 4 approve, 0 oppose, CARRIED.
- Motion was made by Mary Lynn to approve the payment of bills listed on the Bank Accounts Register as of November 5, 2016, 2nd by Judy. 4 approve, 0 oppose. CARRIED.

Ad-Hoc Committees:

New Building:

- Review of Community Feedback Meeting: Everyone on Committee was pleased at both attendance and results of meeting. Felt visuals might have been a bit long in first portion of meeting, but were clear, and encouraged understanding by audience, who made quite a few remarks indicating pleasure with program and changes in facility and in pricing that has been done by Board and Architect. (Some still question the decision to "not utilize one of vacant buildings in village" but both support and understanding of reasons were indicated.
- Meeting needed to review the notes of the community feedback meeting provided by Evelyn Hanna and Bill Bateman. Arlene will poll those in attendance who represented the library to find a meeting date for next week.

Unfinished Business:

- November 12 is the date of the Volunteer Reception – and the opportunity for all Library Staff and Volunteers to review working plan for new building. Meeting was discussed; Board members will provide refreshments. Fred will work with Deb to set up the power point presentation and other materials to share the working plan for a new building.
- Review of Holiday Hours for 2017 that Library Director received from other libraries in our area would indicate a wide variation of methods of dealing with closures and observed Holiday hours. Decision was made and approved by Board of Trustees to Close on all Legal Holidays.
- Motion by Judy, Fred 2nd to approve the following 10 Holidays for 2017: New Year's Day (observed Mon., Jan.2), Martin Luther King Day (Mon., Jan . 16), Presidents' Day (Mon., Feb.20), Memorial Day (Mon., May 29), Independence Day (Tues., July 4), Labor Day (Mon., Sept. 4), Columbus Day (Mon., Oct. 9) Veterans' Day (Sat., Nov. 11) Close at 6 PM on Thanksgiving Eve (Wed., Nov. 22), Thanksgiving Day (Thurs., Nov. 23), Christmas Day (Mon., Dec. 25). 4 in favor, 0 opposed. CARRIED.

New Business:

Bid Award for Stockpiling Soil on East St. Property

- Fred made the motion, seconded by Judy, to award the bid to Earth Development, LLC., 128 Southline Road, Middle Grove, N.Y., 12850, as recommended by Butler Rowland Mays, Architects for the soil stockpile project on the new Galway Public Library Property on East St., Architect's Project No. 16-39-11, for the base bid amount of \$36,975.00. Bids were openly read in public at the Galway Public Library on Thursday, October 27, 2016. Earth Development, LLC of Middle Grove N.Y. was the apparent low bidder. 4 approve, 0 opposed. CARRIED
- Following that motion, Fred moved, seconded by Mary Lynn Kopper, to direct Arlene Rhodes in her capacity as Library Board President to send a letter to Jordon May, President, Earth Development, LLC, informing him of the library's intention to enter into a contract with Earth Development, LLC, for the Galway Public Library's Soil Stock Pile project for the base bid/contract price of \$36,975.00 and to further direct Arlene Rhodes to request Butler Rowland Mays, Architects, to prepare the Owner-Contractor agreements for execution and to proceed with the project. 4 approve, 0 oppose, CARRIED.
- Arlene will call Heather Hasselbacher at BRMA to clarify the area to be cleared and grubbed for the stockpiling: only an area necessary to maneuver trucks; no clearing to the east side of the main trail cutting across the second field.

Resignation of Jim Hodsoll as Trustee and CFO of Board:

- Having received a letter of immediate resignation from Jim, Mary Lynn made the motion to accept it with deep regret and many thanks for the years and time he has given the Library. Fred 2nd that approval. It is noted that we all wish him well and hope for improvement in his wife's health. 4 approve, 0 opposed. CARRIED.
- Arlene reviewed the roles Jim has been filling in his position as Board member. Discussion followed on who will assume these duties. Formal appointments will be made at the Nov. 17 meeting. Fred will call a Finance Committee Meeting when Erik Roy, who has committed to working with that committee, returns from vacation. We will need to find a new CFO. Fred has offered to do the bank transfers. Filing of Annual Reports will be done by Director and Book Keeper. Judy will join the Personnel Committee.

Compliance with FLS ruling on Classification of Exempt Employees. All Board members received a communication from SALS this week regarding new qualifications for classification as an exempt employee. Deadline for compliance is Dec. 1. Arlene will draft materials for the reclassification of our Library Manager position to non-exempt for action at the Nov. 17 Board meeting.

Public Comment: None

Call for adjournment by Mary Lynn, 2nd by Judy Knowlton. 4 in favor, 0 opposed. CARRIED Meeting adjourned at 8:50.

Mary Lynn, Kopper, Secretary