

GALWAY PUBLIC LIBRARY
Meeting of the Board of Trustees
Thursday, October 20, 2016

ATTENDANCE: Arlene Rhodes, Phyllis Keeler, Judy Knowlton, Fred Baily, M. L. Kopper, Library Director, Deb Flint, Guest: Anne Rockwood, Library Bookkeeper, David Meagher, Insurance Representative. Absent: Jim Hodsoll, Donna Erickson

Meeting Opened at 6:34 pm.

PUBLIC COMMENT : Presentation by David Meagher, representative of Adirondack Trust Insurance Company, who reviewed the Summary of our Insurance Plan for 2017. (Copy of plan on file)

Minutes of Prior Meeting Approved:

- Minutes of September 16: Motion made by Fred Baily to approve. 2nd by Judy Knowlton. 5 in favor, 0 opposed. CARRIED.
- Minutes of October 6 workshop: Motion made by Phyllis to approve, 2nd by Fred. 5 in favor, 0 opposed. CARRIED.

Report of the Treasurer:

- Review of Actual and Financial Reports by Bookkeeper. Clarification of some issues in changing to new Updated Quik-Book Program. Anne is working on problem areas, will be in contact with Jim regarding same.
- Motion by Judy Knowlton and 2nd by Phyllis Keeler to approve the payment of bills listed on the Bank Accounts Register for October 8 and October 21; the petty cash log of October 17; and the receipts' log of October 15.
- 5 in favor, 0 opposed. CARRIED. Judy and Donna reviewed bills, signed and reviewed by Arlene and Mary Lynn.

Director's Report: (on file)

- Two special items noted: received a check, "Bullet Aid" grant, in the amount of \$15,000 through the efforts of Senator Hugh Farley. Through the years, Senator Farley has supported Galway Public Library's efforts, as he has the other libraries in his district. He is retiring this year; we are most grateful for the support he has provided.

In addition, the "Ayco Charitable Foundation" of Albany has given us an unsolicited donation of \$2,250 toward the building of the new library which will provide connection of the Galway Community to ideas, resources that will enrich, enlighten and entertain. We again, are most grateful, and will provide letters of thanks from the Board.

- Director's Report very complete- October was a busy and challenging month. We applaud staff efforts.- Copy of Report filed with minutes.

Report of the Friends of the Library:

Bill Bateman reported on the Friends' plans for book sales during 2017.

Correspondence: None

Standing Committee Report:

- **Buildings and Grounds:**
 - Bill Bateman indicated that the painting of the library trim and shed have been completed.
 - Dusty Rhodes, Dick Sleeper, and Jon Prasek are working on solutions for a new door and broken window on the north side of the building.
 - Cement Works replaced the old sidewalk - good job. Most of it paid through a SALS Challenge Grant.
 - Volunteer Paul Foust will take care of replacing ramps to the outside storage shed.
 - Front garden is being reworked by Donna Erickson.

- **Finance Committee:** No report.
- **Personnel:** No Report.
- **Long Range Plan:** Committee beginning work on it.
- **Public Relations:** Still need Chairman – especially in light of work on a new building plan.

Ad Hoc Committee: New Building

- New tentative design and floor plans ready to review for meeting on November 2nd.
- Fill Stockpile - EDP drawing received, reviewed by Chairman , followed up with Heather at Architect's Office , legal ad for bids sent to the Daily Gazette by Director for 10-20.
- Fred notified architect rep. regarding need for materials for November 2 meeting.
- Meeting with Friends of Library to share the most recent conceptual design went well- Fred, Arlene, Mary Lynn met with their Board.
- Fred working on the financials - cost of debt service, taxes, etc. He distributed the worksheets.

Unfinished Business:

- Focus Group Meetings: Arlene, Mary Lynn and Donna have contacted the members of the three previous focus groups to invite them to a meeting on Wed. November 2 at 7 p.m.at the Town Hall. Will have visuals prepared by Architect. Heather will be with us. Tabled seating- one board member at each. Richard English will moderate once more.
- Future Legal Advice - No new information.
- Volunteer Reception with opportunity to see newly drawn plans and opportunity to discuss, Saturday, Nov.12, one to three. Refreshments – special as usual.
- Paperwork for Board New Building Pledges will be available for signing at next meeting.

New Business: Director Flint's request for approval of 2017 Staff Holidays and closures - Judy moved to table it until next meeting and research local libraries handling of closure days and hours. Mary Lynn 2nd. 5 in favor, 0 opposed. CARRIED.

Public Comment: None

Phyllis moved to adjourn, 2nd by Fred. 5 in favor, 0 opposed. CARRIED. Meeting adjourned at 8:34 pm.

Mary L. Kopper, Secretary