

## **Galway Public Library Workshop Meeting**

Thursday, September 1, 6:30 p.m.

Present: Arlene Rhodes, Fred Baily, Donna Erickson, Mary Lynn Kopper, Judy Knowlton, Library Director Debra Flint.

Absent: Phyllis Keeler, Jim Hodsoll

Meeting called to order at 6:32 by President of the Board, Arlene Rhodes.

Discussion followed on changing next meeting time and date: Decided that it will be on Friday, September 16, at 2:30 p.m., if all are in agreement. Deb will notify us.

### **No Public Comment.**

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

#### **New Building – Site Work:**

A resolution was proposed to comply with the recommendation of EDP (Environmental Design Partnership), acting as consultant to the architectural firm of Butler, Rowland and Mays, which advises against modifying the storm-water drainage patterns of the site until the new building specifications are in place. Southern Adirondack Library System agrees with the alternative plan to purchase and store fill material on the site for future use, that recommendation having been reviewed and approved at the 18 August meeting of the GPL New Building Committee and BRMA.

Motion by Donna Erikson and 2<sup>nd</sup> by Mary Lynn Kopper to adopt the resolution on the Use of NYS Construction Aid Grant for Site Development as recommended by the New Building Committee and that BRMA be instructed to prepare the necessary bidding documents. In favor: 5, Opposed, 0. **CARRIED.** (A copy of the resolution is filed with the minutes.) Fred will contact BRMA.

Fred announced that there would be a Building Committee meeting with Butler, Rowland and Mays at their offices on September 22 at 9:30 am.

### **Fund Development**

Arlene indicated that Barbara Germain has turned in the folders she was keeping while working on the Fund-Development Committee, including the material on the brochure that had been created by the committee and art teacher Sallie Way and her students. The materials will be revised as needed for a fund-raising program in conjunction with the passage of a revised building plan. These materials have been turned over to Director Flint, who will file them at the library for future use.

Discussion followed regarding the need for new fundraising leadership and volunteers.

**Financials:** Bills have been reviewed by the Audit Committee, Mary Lynn Kopper and Judy Knowlton. Motion by Fred Baily and 2<sup>nd</sup> by Judy Knowlton to approve the payment of checks listed on the Bank Accounts Registers for August 12, August 16, August 26 and August 29. In favor, 5, Opposed: 0.

### **CARRIED.**

**Unfinished Business:** Report on the focus group meetings was reviewed from Arlene's notes: No great surprises, but intelligent concerns, suggestions and questions were asked and discussed.

Board and Director felt it was of great value, and discussed the timing of other meetings once tentative new building plans have been developed by BRMA.

Arlene will contact the Friends to ask if we can join their meeting at Town Hall on 3<sup>rd</sup> Tuesday, September 20, to bring them up to date on building progress and to ask for their help with fund development and PR.

Judy Knowlton has contacted an attorney with whom she was familiar about assisting the Library at times when a quick, small response is needed. Arlene asked that all consider candidates for an attorney to handle routine library issues.

#### **New Business:**

- Letter to BSNB was reviewed as submitted by Director, regarding the adding of Anne Rockwood, our current bookkeeper, to perform certain tasks: stop payment orders on checks when necessary, to be able to ask for or examine activity and balances in Library Accounts for purposes of review only. Motion to send the letter to BSNB requesting that Anne Rockwood as bookkeeper be allowed to perform the specified tasks for the library. Motion was made Mary Lynn and 2<sup>nd</sup> by Donna, 5 approved, 0 opposed. Motion was **CARRIED**. A copy of the letter is filed with the minutes.
- **Special Legislative Grant:** We have received a small legislative grant via local representatives For “use in construction of a new library.” After reading the correspondence from the State Education Department, the Board suggested that the Director follow up with the department to see what part of our project is applicable. Judy made the motion, Fred 2<sup>nd</sup>. 5 in favor, 0 opposed. **CARRIED**.
- **SALS Long Range Plan for 2017** Director reminded us that Sara Dallas of SALS is joining us at the October 6 Workshop Meeting to review the plan.
- **Library Insurance** David Meagher, Insurance Representative, will be invited to attend the 20 of October meeting to explain any changes and to recommend any possible new needs in our annual insurance plan.

**Adjournment** Motion to adjourn meeting was made by Fred Baily at 8:30 pm, 2<sup>nd</sup> by Donna. In favor,5, opposed,0 **CARRIED**.

Mary Lynn Kopper  
Secretary

#### Newly Scheduled Meetings

September 16, 2:30 p.m. (Regular Board Meeting)

Meeting with Architects: September 22, 9:30 am

Tentative Meeting with Friends: September 20, Town Hall, 7:30

Insurance Meeting with Board: 20 October