

## **GALWAY PUBLIC LIBRARY**

### **Board Meeting: Friday, September 16, 2016**

Present: Arlene Rhodes, Fred Baily, Donna Erickson, Judy Knowlton, Phyllis Keeler, M.L. Kopper, Friends Liaison, Bill Bateman, Director Deb Flint. Absent: Jim Hodsoll

Meeting Called to Order by President Rhodes at 2:33 p.m.

#### **No Public Comment.**

**Minutes of Prior Meetings:** Motion was made by Phyllis to approve minutes of July 21, 2<sup>nd</sup> by Fred Baily. 6 in favor, 0 opposed. **Carried.**

Motion made to approve minutes of August 4 by Fred, 2<sup>nd</sup> by Judy Knowlton, 6 in favor, 0 opposed. **Carried.**

Motion made to approve minutes of September 1 Workshop meeting by Phyllis Keeler, 2<sup>nd</sup> by Fred Baily. 6 in favor, 0 opposed. **Carried.**

#### **Treasurer's Report:**

Discussion regarding the financial reports - can the bookkeeper provide a budget vs. actual report which tracks the expenditures for each month, extending from July until the current month, the format we previously used? Also a request that the monthly reports do not include data from any days in the next month. e.g. June 1 to June 30, not June 1 to July 9. Director will discuss with Anne. Motion by Judy Knowlton 2<sup>nd</sup> by Fred Baily to approve the payment of bills listed on the Checking Accounts Registers of Sept. 9, 12, 15 and to approve the Receipts, Petty Cash and Petty Checking Logs, all dated Sept. 16. In favor: 6, opposed : 0. **Carried.**

**Friends of Library report: Bill Bateman:** Discussion regarding the plans for continuation of book sales - profit somewhat less than past sales, and moving and separating –and returning books has become more complicated because of new firm that has been asked to handle the books that are not sold. A few more volunteers would help - books must be resorted at the end of sale and those that the pick-up firm will not take must be sorted out and disposed of. Discussion will continue – can we assist?

- . Considering a new fund raiser for spring – called a “Color Run” – would be done in conjunction with school.
- . Library Board will meet with the Friends Board next Tuesday at seven p.m. at the Town Hall to bring them up to date on new Revised building project, and what they would like as a part of it.

**Building and Grounds Report: Bill and Donna Erickson:** Painting on the sides and trim is being completed by volunteers and members of the Building and Grounds Committee. Shed will also be done. Need more volunteers to help. First coat in Process – 2<sup>nd</sup> to come. Side Door has been examined – rusting at bottom. Committee will make recommendation since something needs to be done to prepare for winter.

**Director's Report:** Both Director and Bill reported that we are awaiting the contractor who is going to do the sidewalk. Some problems exist with the base of the support beams for roof extension- decision must be made on how to handle the bottoms of the posts since they are not as strong as they were when new. Director and Bill are working on it with contractor.

- . Summer Reading Report: numbers are going up once again - encouraging in both adult and children's programming. Report will be filed with minutes.
- . Director is hoping to find a way to create and utilize a Community Bulletin Board since the largest venues for community and library notices have been lost with the closure of the local stores. Director will contact other libraries in SALS to find out if they post business notices. (Director's Report will be filed with minutes)

#### **Standing Committees**

**Building and Grounds** – report previously given. Arlene asked that Donna call a meeting of the committee to identify and prioritize tasks at the library and at the property on East St.

Finance –No report.

Personnel – No report.

**Long-Range Plan:** Judy reports that work is beginning - will be meeting in October.

**Public Relations:** Working on SQ event. Another group of volunteers will need to be formed to work on procedures that will be utilized in publicity for a new building project. Chairman needed.

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

**New Building: Fred Baily:** Meeting with Architects on September 22 -

- . Site Preparation Grant: Plan for stockpiling soil to use in Spring, approved by SALS.

- . Deb will check to see if Heather from architect's office has cleared project with Village Office.
- . Mary Lynn will check with insurance company to see if it falls under "attractive nuisance" classification – and if we need a rider on our policy covering the creation of a "hill."

**Unfinished Business:**

- . Meeting date for three focus group get together –end of October possible?
- . Future legal advice. Mary Lynn will check with local lawyer on willingness to help the library.
- .Volunteer Reception: Maybe a volunteer- friends- reception.. . will discuss at next meeting.

**New Business:** None

**Public Comment.** None.

**Move to adjourn:** made by Judy Knowlton, 2<sup>nd</sup> by Phyllis Keeler. 6 in favor, 0 opposed. CARRIED.  
Adjourned at 4:50 p.m.

**Next Meetings:** Tuesday night, the 20 at Town Hall, 7 p.m., with the Friends.

- . Committee will meet with Architects on the 22 at their offices in Ballston, 9:30 a.m.
- . Next Board Meeting: Thursday, October 6, 6:30 pm.

Mary Lynn Kopper, Secretary