

GALWAY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING, Thursday, February 5, 2015 – 6 p.m.

Present: Neil Goes, Fred Baily, Arlene Rhodes, Jim Hodsoll, M. L. Kopper, Ed Pike (arrived at 6:20 p.m.).

Absent: Phyllis Keeler. Also present, Michol Tuttle, Library Director; Barbara Germain, Development Committee Member; Bill Bateman, Liaison with the Friends; and Kate Lane Jarosh, Member of Public.

Minutes of January 21 Jim Hodsoll moved that they be approved as distributed. Fred 2nd, Motion Carried.

Public Comment: None.

Treasurer's Report:

- Motion by Fred with a second by Neil to approve the payment of bills listed on the check register and the petty cash and petty checking logs. The motion carried.
- Jim Hodsoll and Mary Lynn have reviewed the invoices for last month.
- More than \$1200 has been received for the new building fund from the Polar Plunge supporters of Anne Vanderhorst and Sheelagh Baily.
- Draft of Budget for 2015-2016 Jim asked that any questions or comments be sent to him as soon as possible. Personnel Committee has not yet made a definitive plan for salary actions for next year.
- Jim has filed the necessary tax exemption forms for the library properties with the Galway Town Assessor.
- Jim is still working with the accounting firm to complete the Audit for 2013-2014.

Director's Report: Filed with the minutes.

- **Michol** announced that she has a new volunteer, who will conduct a 3- day tutoring program during the February school vacation.
- She will distribute information to the Board on the NY Construction Aid Grant, submitted in September – need to know when we are required to start and finish the work.

Report from Friends: No meeting since last report – so no report this evening.

Correspondence: Jim read an e-mail he had received from a supporter of the library, expressing a desire to provide funding for resources for the hearing and visually impaired and resources for shut-ins. Jim will follow up on this.

Building and Grounds: No report.

Personnel: Neil reported that the Personnel Committee had met and is half through reviewing and proposing revisions to the Personnel Policy, which will be submitted to the Board for approval.

Public Relations Director position not yet filled.

Ad-Hoc Committees:

- **Building Committee:** Fred and Jim will be meeting with School regarding clarification of the Lead Agency for the SEQRA regulation.
- **Development:** Barbara Germain, representative from Development Committee reported that there will be a meeting Wednesday, Feb. 11th at the Town Hall to help populate committees on Campaign.

- **Committee** met day prior to meeting to work on developing data base.
- **Data Base** – working to get individual names and pledge concept together on paper.
- **Nancy (Development Consultant)** will meet with Board at next meeting, Feb. 18th. at 6 p.m.

Dockstader Property: The library's legal counsel has determined the library board has the authority to sell the property without input from the public via referendum. Local realtor Phyllis Ryan has agreed to work with us on the sale of property. President will meet with her prior to next monthly board meeting. Resolution of authorization will be offered at unfinished business portion of meeting.

Unfinished Business:

- **Bonding through the school:** Definitive answer expected after next meeting on who will own the property.
- **Amount of Referendum for New Building:** Motion was made by Fred to set \$1.8 million as the amount of the new building referendum. Seconded by Neil. Motion Carried.
- **Date of Building Referendum:** Motion made by Fred to set September 29th as date : Jim 2nd. Carried, with one vote against.
- **Conflict of Interest Policy:** Ed was going to contact lawyer to ask - no report as yet
- **Comptroller Audit Topics:** Motion made to table by Mary Lynn, Jim 2nd. Carried. Michol will resend this information and Board will review items to check for need to change our library procedures.
- **Open Board Seats:** Jim moved to reduce number of Board of Trustees from 9 to 7. Fred 2nd. *Carried.*
- **Resolution to abolish 2 vacant seats on Board of Trustees:** Motion to adopt made by Jim, 2nd by Fred. **Carried.** Resolution is filed with the Minutes
- **Resolution to Sell the Dockstader Property:** Motion to adopt made by Fred, 2nd by Ed. Carried. Resolution is filed with the Minutes.
- Motion made to list the Dockstader property for sale through Phyllis Ryan of Coldwell Banker, between \$42,900 and \$44,900, listing to begin as soon as possible. Neil made motion, 2nd by Jim. Motion Carried.

New Business:

- **Bonding of Treasurer:** Motion made by Jim, 2nd by Neil to table discussion until Jim is able to get more information on this. Carried.
- **Collection Management Agency:** Proposed by Library Director: Neil moved to postpone consideration of this until sometime in the future. 2nd by Jim. Carried.

Adjourn to Executive Session A motion to move to executive session for the purpose of discussing specific personnel was made by Ed Pike, 2nd by Fred. Carried. Regular session adjourned at 7:40.

Board member Neil moved to return to regular session, 2nd by Fred. Carried. Regular session resumed at 8:40.

Motion made to adjourn meeting by Jim, 2nd by Fred. Carried. Meeting adjourned at 8:45 p.m.

M.L. Kopper, Secretary