

Minutes

Galway Public Library Board Meeting

January 21, 2015

Present: Fred Bailey, Jim Hodsoll, Neil Goes, M. L. Kopper, Ed Pike, Arlene Rhodes, Michol Tuttle, Director, and Bill Bateman, (Liaison with Friends) **Absent:** Phyllis Keeler

Called to Order at 7:10 by President Arlene Rhodes

Minutes of December 4th meeting, No additions or corrections. Motion to approve as distributed made by Jim Hodsoll, second by Ed Pike. Motion carried.

Motion made to amend the minutes of November 6, 2014, which were approved on December 4, 2014, to include the motion of November 6 made by Ed Pike with a second by Jim Hodsoll to accept the resignation of Sue Stewart from the Board, effective November 6. The motion to amend was made by Ed Pike with a second by Jim Hodsoll. The motion carried. (The motion to accept Sue Stewart's resignation should follow "Board Member Sue Stewart sent letter of resignation...." In the section President Welcomed Members of the Public, Minutes of November 6).

Public Comment. Bill Bateman, representative from Friends, requests a better subject line for heading of minutes and other communications that have multiple drafts. Bill will email a sample of the suggested format. The Board will take this under advisement.

Treasurer's Report: M. L. Kopper and Jim met to review and approve bills for payment as directed by the Board at the last meeting.

- Sue Stewart has agreed to be Treasurer of Board. Will be appointed under new business.
- Some clarification requested by Arlene on Budget vs. Actual and Financial reports. Placement of checks and bills in classifications will be reviewed by Jim, Michol and Casaundra .
- Motion made by Fred to approve payment of bills listed on the check register, the petty cash log, and the petty checking log. Second by Neil. Motion carried.

Director's Report: Michol was pleased to report we received all of SALS Technology Grant we had requested – and a portion of the Construction Grant. Will have enough funding to make us ADA compliant in the public computer area and to do the light in the back of building. She is working with the school to have the students in the STEM class here every week this semester.

- Program enrollment is doing well at this time. The Teddy Bear Program arranged by Jeanne Frank and Deb Flint was full with parents and children.
- Michol is working on our web site.
- Arlene asked whether Michol had received the details requested by the Board on the administration of the NYS Construction Aid Grant for site preparation, awarded this past fall. Michol has the information and will send it to Board Members.

Friends of Library Report: Bill Bateman reported the Friends met last evening and have dedicated \$1,000 to be used for the Steering Committee in their efforts to plan the Fund Drive. Details will be worked out on the actual purchase and payment of items needed.

- Board expressed their thanks to Friends for that generous donation; a note to Friends will be prepared by Secretary, signed by President.
- Next event of Friends will be late winter book sale. Bill indicated that the winter Book Sale at the Town Hall was very successful. They hope to do two a year at town hall, one in the park, and one at the library.

Standing Committees

- **Building and Grounds Report:** Ed Pike reported that we ran out of oil, due to the company changing their coverage plan in November. Confusion was created by the “as called for” contract by the new firm, and our not being aware of it in time.
- **Personnel Committee:** Neil reported that the Personnel Committee is meeting at the library with as many Board Members as can attend on the 30th of January at noon, (Director Evaluation); and on Feb. 4th at 12:30 to complete review of the Personnel Policy.
- **A Public Relations Chairperson** is still needed by Board.

Ad-Hoc Committees:

- **New Building:** Jim and Fred have all the paperwork for the SEQRA forms: They will be meeting with Village Mayor Bill Hyde and Galway Central School officials.
 - They will ask school officials if there are any capital project plans underway at the school.
 - We will hope to establish date and amount of our own referendum for building at that next meeting.
- **Library Development:** In the absence of Barbara Germain, Arlene reported on the progress of the committee.
 - Public Meeting at the GEMS building on January 6 was attended by 20 persons – about 16 newly involved included. 12 signed up (none as chairmen) to work on various committees.
 - A second meeting has been scheduled at the Town Hall Wed., Feb. 11, 7 p.m. Some who were contacted couldn't make the first meeting. All Board members are encouraged to attend.
 - Meetings of the Steering Committee continue on Mondays.
 - Work is being done on the brochure for the Capital Campaign. Barbara is meeting with Sallie Way of Shenendehowa Schools, whose students will be working on a design for us.
 - Ardeth Deay has volunteered to work on foundation grants and has met with Michol, regarding the use of Grant Station as a source for information.
 - Work continues on naming items list, case statement and the donor prospect list.
 - Nancy Preston, development specialist, would like to speak with the Board at the Feb. 18th meeting.
- **Dockstader House:** Phyllis Ryan has provided a market analysis on the Dockstader house. Michol will make a copy and email it to the Board.
- **Unfinished Business:**
 - Cleaning the Library Motion by Jim Hodsoll and a second by Ed Pike to appoint Jeff Hentnik to a janitorial/maintenance civil service position at the library at the rate of \$12.00/hour for 3 to 4 hours per week, effective January 22. The motion carried.
 - Bonding through the school. Jim and Fred will ask for an update from school officials on who must own the library property.
 - Installation of cold air vent in attic will be tabled until weather is warmer.
 - Construction and Technology Grants (In Director's Report)

- Conflict of Interest Policy Motion by Fred with a second by Mary Lynn to direct Ed Pike to contact Attorney John Cromie, requesting that he review the library's conflict of interest policy. Motion carried.
- Comptroller Audits. Motion by Jim and second by Ed to again table until the next meeting with the understanding that Board members will read the materials and be prepared for discussion then. Motion carried.

● **New Business:**

- **Approval of Vacation Request by the Director:** April 6 – 10th Jim Hodsoll moved we approve the request, Neil Goes seconded. Motion carried.
- **Resignation of Vice President:** Motion to accept the resignation of Mary Lynn Kopper as Vice President, effective January 21, by Fred Baily, second by Jim Hodsoll. Motion Carried.
- **Election of Secretary:** Motion by Fred Baily, second by Jim Hodsoll, to nominate Mary Lynn Kopper to fill the vacant position of Secretary, effective immediately. Motion carried.
- **Election of Vice President:** Motion by Him Hodsoll, second by Ed Pike to nominate Fred Baily to fill the vacant position of Vice President, effective immediately. Motion carried.
- **Bank Signatories:** Motion by Jim Hodsoll and second by Neil Goes to remove the name of Sue Stewart from the list of bank signatories. Motion carried. Motion by Jim Hodsoll and second by Neil Goes to appoint Ed Pike as a bank signatory on library accounts. Motion carried.
- **Resignation of Mark Pribis as Treasurer :** Jim Hodsoll moved we accept the resignation of Mark Pribis from the position of Treasurer, effective January 13. Second by Neil. Motion carried. Letter of thanks will be prepared by Secretary .
- **Appointment of Treasurer:** Motion by Neil Goes and a second by Ed Pike to appoint Sue Stewart to the position of library Treasurer. The motion carried.
- **Questions regarding reducing the number of Board Seats:** A representative from the Library Trustees Association indicated voter approval may be needed to reduce the number of Board seats. Motion by Jim Hodsoll with a second by Neil Goes to direct Fred Baily to ask Attorney Ben Gailey for a legal opinion on the correct method of reducing or increasing the number of trustees on the library board. The motion carried.
- **Payment to Nancy Myers Preston:** Motion by Ed Pike and a second by Jim to approve the payment of \$ 2,500.00 to Nancy Myers Preston for the next 25 hours of consultation work. Motion carried.
- **Revisions to Terms of Nancy Myers Preston Contract:** Motion by Jim Hodsoll and second by Fred to accept Nancy Myers Preston's plan to fold sections ii and iii of the original contract into another 25 hours of consultation work at a fixed price of \$2,500.00, the work to include training for fund solicitation. Motion carried.
- **Dockstader Property Sale:** Motion by Jim and a second by Ed to direct Fred to contact Attorney Ben Gailey to determine if the library needs voter approval before the property can be sold. Motion carried.
- **Request for use of projector for by Glenville Hills Garden Club:** Motion by Mary Lynn and a second by Jim to allow the garden club to borrow the power point projector for use at a program on January 26. Motion carried.
- **Volunteer Recognition Day:** President would like to move date to later in Spring due to cold weather and lack of time to proceed with it in February. A date will be set after further consideration.
- **Sale of Donated Books – Tax issue:** Books for sale on shelves within library on a routine basis must be taxed. Sales tax will not be that difficult to compute according to Library Director and Jim Hodsoll. Motion made by Ed Pike and a second by Jim to continue to sell used books on a routine basis at the library and to collect sales tax as required by law. Motion carried. Discussion followed

on resuming the sale of used books on Amazon. The Director is working on this and should have a plan by March. Arlene suggested some volunteers might be able to handle it.

- **Two board meetings per month:** Fred suggested that for awhile two meetings per month be continued. First Thursday, third Wednesday. On February 18th Nancy Preston will be invited to join us.
 - **Director request to attend Summer Reading Workshop, February 12, and Lobby Day, February 25:** Motion by Neil and second by Fred to approve the director's request to attend both events. Motion carried.
 - **More Discussion concerning Date of Referendum:** Our aim is to determine the amount of the new building referendum and the date at next month's meeting.
- **Adjournment:** Jim Hodsoll made motion to adjourn the meeting at 9:29. Second by Neil. Motion carried.

M. L. Kopper, Secretary

Jan.21, 2015