

# **GALWAY PUBLIC LIBRARY - BOARD OF TRUSTEES WORKSHOP MEETING, Wednesday, March 18, 2015**

President Arlene Rhodes opened the meeting at 6:03 p.m.

**Present were:** Arlene Rhodes, Neil Goes, Fred Baily, M. L. Kopper, Ed Pike, and Director Michol Tuttle.

Absent: Jim Hodsoll and Phyllis Keeler.

## **No Public Comment.**

## **Committees:**

**New Building:** Fred Baily, Chairman of Building Committee, indicated that our lawyer, Ben Gailey, communicated with Village Attorney Devall. No issues were reported. Both Approved Lead Agency format.

- **Space for donor recognition:** Heather from architect's office indicated there is a seven-foot area just inside the foyer on wall for that purpose.
- **Building Ownership:** No resolution as yet.
- **Lead Agency Approval needed:** Our resolution of intent will be approved under new business. Fred indicated that Michol's help will be needed to mail the packets to required agencies.

## **Library Development:**

Arlene reported that the committee met last Monday, and would meet next week on Tuesday at 12:30 at Marsha's.

- **Printing of Brochure** Board Action is needed on printing a tri-fold brochure with insert. Marsha has secured one quote from the printer who did the rocking horse donation tickets at no cost. Shall we seek other quotes?  
Motion by M. L. Kopper to secure two additional quotes for printing. Fred 2<sup>nd</sup>. Motion Carried. Michol will seek additional quotes and send them to the Board.
- **Brochure** will be completed by students and reviewed by the committee on March 27.
- **Case Statement** will be re-worked by Evelyn Hanna, Mary Cuffe Perez , Sue Van Ommeren Should be completed by April 6 committee meeting.
- **Government Grants** Additionally, committee would like to define and better understand the responsibilities that our director will be able to assume, especially to work on government grants.
- **Memorial Day** Coming up fast. Need to make plans for new building PR to be distributed.
- **Special Event** Committee hopes for large event in August –on property. Looking into an Eagle Scout project to create trails on the property.
- **Plan for Use of Land behind New Library Building** Arlene asked for suggestions of names of people who could serve on an ad hoc committee to recommend a management plan for the ten acres behind the building site.
- **Solicitor Training** We have a 6:30 training meeting at the Ambulance Building - April 30<sup>th</sup>. Mary Lynn will clear building with EMS and volunteer husband to be staff member on duty for occasion.
- **Pledge Sheets for Capital Fund:** Board members were asked to fill them out and sign them. Those present did so.

**Unfinished Business:** Dockstader House Sale: Attorney John Cromie has requested and received copies of charter etc. The title search is purchaser's responsibility.

### **New Business:**

- Motion to accept proposal of March 5 for surveying services of Ferguson and Foss Professional Land Surveyors, PC for new library property on East Street in the village of Galway. Neil Goes moved, Fred Baily 2<sup>nd</sup>. Motion CARRIED.
- Fred Baily moved that we authorize Butler, Rowland and Mays to accept the estimate from EDP for professional services, clearing and grubbing of site at new lot on East St. Neil 2<sup>nd</sup>. Motion CARRIED.
- Motion made by Fred that we set aside \$700 as an allowance for Butler, Rowland and Mays for professional services related to coordinating and facilitating E. D. P. and Ferguson and Foss services on the new library property. Second by Ed Pike, Motion CARRIED
- Ed mentioned that we would need a Clerk of the Work to oversee such work. Will contact B.R.M. about same.
- Motion made to approve a resolution designating Galway Public Library Board of Trustees as the Lead Agency for the proposed new library building construction. Motion was made by Fred Baily, Ed Pike 2<sup>nd</sup>, vote 5 yes, 0 no Motion CARRIED.
- Motion was made by Fred Baily, Neil Goes 2<sup>nd</sup> to approve the distribution of the Notice of the Library Board's Intent to be SEQR Lead Agency for the proposed new library building construction. Notice to be sent to the following agencies: Village of Galway Board of Trustees, Galway Central School District, New York State Department of Health, Saratoga County Department of Public Works, Saratoga County Planning Board and New York State Division of Library Development Grant Program. Motion CARRIED.

### **PUBLIC COMMENT:** None

- Approve Payment of \$308.27, ck. No 5607, to Amazon Credit Plan of March 18, 2015. Neil Goes made motion, Ed Pike, 2<sup>nd</sup>. CARRIED
- Michol would like approval to make a change in vacation week plans – to take a day or two instead of the full time vacation all at once. Neil made motion to approve. Ed Pike 2<sup>nd</sup>. Motion CARRIED.
- April Meetings may be changed because of vacation schedules, possibly canceling April 2 meeting and conducting routine business on April 15. Arlene will notify Board of any changes.
- In the event that closing of the Dockstader Property needs to have papers signed pertaining to the sale of that property, the Vice President may sign such papers in the absence of the President. Motion made by Neil Goes, 2<sup>nd</sup> by Ed Pike. CARRIED.

Move to adjourn by Neil Goes, 2<sup>nd</sup> by Ed Pike. CARRIED: Meeting adjourned at 7:41 p.m.

M. L. Kopper, Secretary

Minutes Approved: April 15<sup>th</sup>, 2015 Approved with

Changes: \_\_none required\_\_\_\_\_