

Galway Public Library

Minutes of the Board of Trustees, Wednesday April 15, 2015

Present: Phyllis Keeler, Jim Hodsoll, Neil Goes, Ed Pike, Fred Baily, M. L. Kopper, Friends Rep: Bill Bateman , Steering Committee Rep: Barbara Germain. Absent: Arlene Rhodes

Meeting opened at 6:05 by Fred Baily, Vice President

Minutes of the 5th and the 18th were reviewed - question about one item in report from Friends Report: Bill Bateman was asked to clarify – could not – report was given him after Friends Meeting – he will request more information on topic. Minutes of 5th and 18th were approved with one correction that will be forthcoming. Motion made by Neil, 2nd by Jim. CARRIED.

No Public Comment

Treasurer's Report: Has no budget vs. actual report – it will be sent to Board.

Some questions regarding the Budget vs actual - Conversion to Quik Books has been difficult - some discussion regarding the dates – actual months in the charts were not listed – Fred requests that the headings be adjusted – Michol will adjust. Also noted were Checking Log discrepancies – Michol stated that she had used a formatted procedure, will adjust that also. More careful review should be done.

Approval of bills will be done during meeting - Jim and Mary Lynn reviewed them, and they were examined by trustees – except for the ones that are automatically paid. Checks were sent around the table for approval – no questions were asked regarding them - Motion made for approval by Jim, 2nd by Fred. CARRIED

Question from Mary Lynn as to why some checks were so late in being processed - several from February in stack. Cancellation of meetings one reason given. Processing another.

CORRESPONDENCE: Michol read nice note from Anne Best regarding the work of the Director and Library Activities.

DIRECTOR'S REPORT; Michol said that the Little Bit's Program kicked off with 11 children attending the first session. Had a good first meeting, from 2:30 until 4:20. Found one defective piece – would be returned to firm. Jim and Ed both thought they might be able to solder it, in house. The program will continue weekly during the summer.

Mentioned note to Senator Farley asking for support – also announcing the Little Bits Program to his office.

Question asked about the “Tinker “ program mentioned in the report. Answer: It is the Little Bits Program.

Two replacement chairs have been purchased for the library to replace some that had been inadequate for some time.

Report Attached to Minutes.

REPORT OF THE FRIENDS OF THE LIBRARY

Bill Bateman reported that the Friends Audit will be done by Liz Vandenburg - she will review the financial status of the Friends and explained various audit options to members.

- .They have purchased 2 more beanbag chairs for the library, which have been delivered.

- Friends are in the process of writing a request to Target for 200 book sorting bins. Jon Prasek is writing request.
- Wine Tasting: Bill has not received an answer from Rick Sleeper about a date as yet.
- Sharyn Kalinkewicz has completed the art work for the publicity and favors.
- Kristen has chosen a date with the Recovery Room for the fundraiser: April 30th.
- Galway Players requested some “old books” from the Friends to use in an up-coming performance- Friends will provide.
- Sharyn will ask the Steering Committee to provide 3 specific tasks that the Friends Can Do for the Referendum / budget hearing.

BUILDING AND GROUNDS:

- Ed Pike reported that the duct work is being done – wanted to do it before it gets too warm in attic.
- New light bulbs that should save us money have been purchased.
- All will come from the maintenance budget item.
- Items that should be taken care of after winter are being done.
- He has volunteers that will help with cleaning windows, etc.

FINANCE COMMITTEE

No report. Question about participation of treasurer on committee.. Jim is working on it.

PERSONNEL COMMITTEE

Neil reported that the committee will meet Wednesday the 22nd at 1 p.m.

AD-HOC COMMITTEE REPORTS:

Fred reported that no meeting had been held since last one already reported upon. Some items will be discussed under other topics.

NEW SITE COMMITTEE has been formed - will meet soon. Included are Amy David, Eric Klausner.

LIBRARY DEVELOPMENT COMMITTEE; Barbara Germain reported.

- There will be a meeting on May 13th at the Town Hall - Wednesday Night at 7 p.m. for all those who are going to participate in the “asks” section of the Fund Development program. Nancy Preston will be there, and we are hoping for good attendance.
- Brochure: Selection has been made by committee - will not be utilized until after the referendum. An interim brochure will be developed that will be available for use at Memorial Day and until the referendum.
 - Ed Pike asked why we were not using the better quality brochure all the time – it was explained that what we were discussing in that folder might change if the referendum was not successful – and we did not want to do a high quantity, more expensive printing twice.
 - Friends have asked committee for three items for which they can take responsibility - it will be discussed by committee at next Monday’s meeting.
 - Barbara would prefer to delay the discussion of the Naming Opportunities Chart until a later meeting. Committee is still making adjustments to the plan. Board agreed.

UNFINISHED BUSINESS:

- Fred stated that we still do not have a definitive answer as to the ownership of the new library building during the period of the bond payback. Decision should be made soon.
- We have received the Lead Agency Status: There was a bit of confusion when he received a notice from County Planner Jamie O'Neill saying that it had been granted to the Village – Mr. Hyde had not even been made aware of it –and after inquiry, it was given in error. We have verbal assurance at this point that we will be lead agency if no other agency disagrees—we assure they won't, and we should know by end of next week and can continue to press on.
- **Bonding the Treasurer:** Mary Lynn had discussed the matter with several insurance agencies – who felt that while it is always an extra layer of safety, as long as there were two signers for each check, and another who actually processed their being banked, it was probably an expense we didn't really require. Board asked Michol to discuss the cost of bonding with David Meagher of Adirondack Insurance, who carries our policy, and report back.
- **Story Quilt Committee** still has a vacancy, which Michol would like to have filled as soon as possible.
- **Outreach Delivery Books:** Office of Aging was negotiating their insurance – said they would get in touch as soon as it was completed. Mary Lynn will contact them in another week to see status. Coverage for Meal Delivery volunteers is of concern, since they would be doing the pick-up and delivery for the program.
- **Dockstader Property:** Paperwork has been signed, will be completed as soon as all fees are in appropriate hands. This week, it is hoped.

NEW BUSINESS

- **Motion was made by Jim Hodsoll and 2nd by Fred that Sharyn Kalinkewicz and Ruth Geratdi be appointed as Election Inspectors at the rate of \$9.00 an hour.** CARRIED.
- **Volunteer and Staff Reception:** Date for the recognition event will be Saturday, June 13, to be held at the library as usual. Motion made by Fred and 2nd by Neil. CARRIED.
- **Posters at the Bank for New Library:** If possible, from July 15th to August 23. Motion made by Fred, 2nd by Mary Lynn. CARRIED.
- **CAPITAL DONOR TRACKING PROPOSAL:** Report from Bill Bateman, who had met with Steering Committee at their last meeting and made a recommendation based on the research he had done on the development of the appropriate software program for use during and after the fund drive. (Copy from his report will be filed with minutes). Committee asked how soon he would need the package - Barbara explained that as soon as we could purchase it, he would start adapting it to our needs. After discussion, Jim Hodsoll made the motion that the Library purchase the software program as soon as possible, Mary Lynn 2nd. CARRIED.
- **Park Permit for Memorial Day:** Mary Lynn made the motion that Michol purchase the permit for the library for the Memorial Day function at the Village Park. Fred 2nd. CARRIED.
- **Annual Report to the Community:** Some discussion regarding the headings on the report graphs – both those and some of the figures required recalibration. Michol will double check.
- **The Annual Newsletter** is underway – also requires double checking same elements.
- **Expanded Summer Hours:** Would like opportunity to better understand the hours as listed – but at Michol's recommendation Jim made a motion and Neil 2nd to expand the summer hours. CARRIED.
- **PLANS FOR SUMMER READING PROGRAM:**
A new method proposed this year by Library Director: Take –off on Monopoly - Michol has written it to reflect the Galway community. Discussion followed - participants are required to read, take actions, log their participation in – prizes are being solicited – and some, like the Kindles that are not being utilized in –house, might be donated to the program as prizes, as well as those solicited for participation from local businesses. Discussion followed.

DIRECTOR'S HOURS:

Referred to Personnel Committee for study.

PUBLIC COMMENT:

BOOKKEEPER CONCERNS: Regarding Personnel and Accounting Practices - Bookkeeper was unable to attend. Recommendation by Mary Lynn and 2d by Fred that Jim will review the concerns of the bookkeeper and bring them to appropriate meeting - personnel Committee for review. CARRIED

Due to length of meeting and subject matter, the proposed Executive Session will also be sent to the Personnel Committee.

Motion to adjourn made by Jim Hodsoll , 2nd by Ed Pike. CARRIED

M. L. Kopper, Secretary