

GALWAY PUBLIC LIBRARY BOARD OF TRUSTEES WORKSHOP MEETING

May 20, 2015

Present: Arlene Rhodes, President, Jim Hodsoll, Neil Goes, Fred Baily, Phyllis Keeler, Mary Lynn Kopper, Michol Tuttle, Library Director, Barbara Germain, Fund Development Representative. Absent: Ed Pike

PR Committee Report given by Arlene

Memorial Day Plans: Basic: Table in Park, Signs for Float, Library Brochure with slight revision, print 150 copies. Motion made to reprint brochure by Mary Lynn, 2nd by Neil. CARRIED

Michol to confirm park permit. Mary Lynn and Arlene will handle table for folders and layouts boards; Mary Cuffe Perez will hand out flyers. Other Board members are encouraged to help.

After the Memorial Service at school, volunteers and staff will gather at float in front of library for group photo.

Banner will be purchased. "Time to Grow". Michol will order. It can be used at the library for display later. Cost is approx.. \$45.00. Motion made to order a banner, not to exceed \$50 by Mary Lynn, 2nd by Jim. CARRIED.

Save the Date Bookmarks for the August 23rd event have been designed by Laura Sakala and Sharon Holbrook Ryan and will be handed out on Memorial Day. Michol volunteered to print the bookmarks at the library. Motion by Phyllis Keeler and second by Neil Goes to approve an expenditure of up to \$50 for printing the bookmarks. Motion carried.

Volunteer Reception set for June 13 Motion made by Phyllis, 2nd by Jim to postpone the volunteer and staff reception. CARRIED.

Once all the referendum figures have been set, we will call together the staff and volunteers to announce all the plans before we provide the information to the newspapers and other PR outlets. The Reception to Thank Volunteers will be held after referendum passes as a celebration.

Rev. Brandow has written a nice article regarding the library for the next edition of his Galway magazine. Our thanks to Arlene for working with him on it.

NEW BUILDING COMMITTEE : Fred reported that some of the referendum procedures are still uncertain. The school district is working through a "Bond Counselor" from Albany.

A resolution requesting the school to schedule the bond referendum has been prepared by Attorney Ben Gailey and must be adopted by the library board. We plan to attend to that at the next meeting.

Fred moved that “***The previous opinion of the new building budget estimate prepared by BRMA on June 9, 2014, be amended to remove “soft costs” of 220,000 from the project total of \$3.362 k , removing the furnishings and equipment and the collection relocation, leading to a modified estimate of total costs.***”

2nd by Phyllis Keeler. 6 in favor, 0 opposed. Carried Fred will contact BRMA to ask for a revision.

Arlene asked Fred how soon we can get a tax increase per \$100,000 (home value) that we can use in publicity. Payback will be over a 15 year stretch for bonding.

Jim, Fred and Arlene will meet with Dockstader Trust Friday.

Fred has prepared a time line of events leading to the referendum.

PERSONNEL COMMITTEE: Neil indicated that the Personnel Committee will meet on the 27th at 1 p.m., and work on approving page by page of the Personnel Policy so we can present a finished portion of it to the Board at the next meeting for their approval.

FUND DEVELOPMENT: Barbara Germain noted that work is being done by Bill Bateman to set new program up for fund drive tracking of gifts and pledges.

- Trying to emphasize the “impact” of having the new building on the community and school, not just what it looks like and will hold.
- Nancy Preston is having a meeting teaching volunteers how to “ask” - all board welcome.

Unfinished Business:

- Lead Agency info. Document has been sent out by Fred – Building ownership during building process is still in question.

New Business

- Motion made by Jim to table the discussion on purchase of the donor perfect online donation module for fund development software. 2nd by Phyllis. Tabled.
- Old DLD Construction Grant: Fred asked Jim if we were keeping BRMA or Ben Gailey bills separate so that we can easily compile them for public information materials. Jim will contact Dave Johnson CPA to ask for guidance on tracking new library donations and expenses.

Adjournment Neil moved to adjourn. 2nd by Fred. CARRIED 7:43 p.m.

Mary Lynn Kopper, Secretary

Move to approve: June 4, 2015 Neil Goes, seconded Phyllis Keeler

CARRIED.

