

GALWAY PUBLIC LIBRARY

May 7, 2015, Board of Trustees Meeting

Meeting called to order at 6 p.m. by Arlene Rhodes, President

Present: Fred Baily, Neil Goes, Jim Hodsoll, Phyllis Keeler, M. L. Kopper, Arlene Rhodes, Fund Development Committee Liaison Barbara Germain, Friends of the Library Liaison Bill Bateman, Library Director Michol Tuttle. Absent: Ed Pike

Arlene introduced David Johnson of our auditing firm, DeChants, Fuglein and Johnson. Mr. Johnson reviewed the Galway Public Library Annual Audit with us. Their conclusion was that financial statements of the library and the changes in net assets and cash flows for the years ended June 30, 2014 and 2013 are in accordance with accounting principles as generally accepted in the United State of America. (Report will be filed with Minutes.)

Minutes of previous meeting, April 15: Motion was made to approve by Phyllis Keeler, and 2nd by Neil Goes. CARRIED.

Treasurer's report:

- Jim Hodsoll indicated that one item was listed in error – (not in the bank's records, but in our register) – inadvertently entered two times, but has been corrected.
- Question regarding the listing of the investment house on the balance sheet; it has been sold. Jim's response: our CPA's don't like us to make changes in the material our auditors list, doesn't work with Quik Books Program. Jim will review the question with the CPA and report back.
- Motion by Fred Baily and 2nd by Neil Goes to approve payment of bills listed on the check register and also the petty cash, petty checking and receipts logs. Carried.
- Vital to approve our budget this meeting. See under New Business.
- We received the check for the sale of the Dockstader property.
- Mary Lynn and Jim have reviewed the current invoices. We may need to add an arbitrary invoice number to keep them straight during the processing.

Director's report: Michol indicated that there seems to be a "Communications Gap" between Director and Board. She mentioned several areas in which she felt there was some confusion. Report on Circulation as shown in newsletter format, one such issue. Arlene requested that the circulation statistics for March and April be sent to the Board as soon as possible.

Friends of the Library Report: Bill Bateman has met with the Steering Committee – and the software program for the fund campaign has been purchased. He is working with the vendor to design our own program specifications.

- The Friends will donate a total of \$9,000.00 over a three-year period to the Capital Campaign and \$150 each year in memory of Ann David. This is in addition to individual pledges by Friends Board members.
- The WineTasting has been set for 9 June, at the Cock 'n Bull. Tickets are available from Friends.
- Proceeds from the Recovery Room event was \$160.00.
- A large book sale will be held Monday of Memorial Day.
- Friends are looking for a new member of their board.
- Library Director's request for \$500 for refreshments etc. for summer reading program has been approved.

Correspondence

Arlene requested that Secretary Mary Lynn write thank you notes for the library to Doug Sherman who has been mowing the Dockstader Property prior to its sale, John Cromie for handling the sale of the Dockstader property, and Marsha Boelio for arrangements for the Home Made Theater fund raiser.

Standing Committees

Building and Grounds: A gutter has fallen down over a window and must be repaired. We will need lawn bags – Michol did not know about the Garden Club cleanup this month.

Finance: The 2015-2016 budget has been developed.

Personnel: Neil reports that the next personnel committee meeting will be on May 27 at one p.m. to work on revising the Personnel Policy.

Note: Because of quorum rule, all committee meetings attended by 4 or more board members must be posted. Michol will post the upcoming personnel committee meeting.

Public Relations: Arlene reviewed the committee minutes from the April 20 meeting.

- Plans for Memorial Day: Display new library plans and hand out revised brochure. Deb LaBreche suggests as many as possible mingle with public in the park that day. Planning a photo-shoot in front of the Library after the parade with

a “Time to Grow” caption. Patty Kay has volunteered to take photos as needed. Name Tags for library volunteers at Park a good idea.

- Arlene requested that Board members check their calendars and consider helping advocate for the library on Memorial Day.
- Reverend Brandow will do an article in the upcoming edition of *Life in Galway* concerning the referendum and August event. Arlene will contact him.

Ad Hoc Committees

New Building

- Fred Baily reported on today’s meeting with architects regarding the NYS construction aid grant for next year. Application is due 1 September. Because of various deadlines regarding the grant, it is advisable to move up the date of our building referendum one week. Fred made the motion to move the referendum from 29 September to 22 of September with polls open from 10 am to 9 pm. Jim 2nd. CARRIED, 6 in favor, 0 opposed.
- BRMA will prepare a scope of work for foundations, footings and slab for submittal to qualified contractors for cost-estimating purposes to support GPL’s application for the 2015 NYS Construction Aid grant. Was decided to hold off approval vote on scope of work until we have cost estimates.
- The 2014 NYS construction aid grant was approved last fall. We are waiting final confirmation from the Dormitory Authority and money for site development. Specs from BRMA include mowing, cutting brush, no major earth moving at this time, but BRMA has been asked that the building footprint be laid out on the new library property prior to August 23.
- Ardeth Deay and Jane Behrens have asked for the sizes of rooms to use in grant applications. Heather gave the figures to Fred who will pass them on.
- Clerk of the Works position will not be recruited until next year.

Fund Development

- Barbara Germain reported that the work on Naming Opportunities continues. Follow-up portion will be a “Brick Campaign” for the lower end of gifting opportunity.
- Will meet with those who have volunteered to participate in the preliminary “quiet” solicitation that will take place on Wed. the 13th. Nancy will provide instruction on fund solicitation.
- Committee working on an “On Line Calendar” –web site will be forthcoming
- Case Statement still needs naming opportunities chart completed.
- Next meeting on Monday afternoon at Arlene’s.

Unfinished Business:

New Building Ownership

- Jim and Fred reported that the library, not the school, will own the building during the bonding period as confirmed by Attorney Ben Gailey.
- Arlene asked how we move forward with the bond referendum resolution. Fred will contact Attorney Ben Gailey for direction on this.

Bonding the Treasurer: Jim will look into it further with Adirondack Trust representative, our current insurer, to find out if additional coverage is needed during the capital fund campaign.

Story Quilt: Committee member Sue Lukasiewicz has moved and will no longer be able to serve. Originally the committee was composed of six voting members including Sue. Motion by Neil and 2nd by Jim that committee be comprised of five members. CARRIED.

VOLUNTEER RECEPTION: Will be Saturday, June 13. Mary Lynn and Arlene will chair. They request the help of other Board members in planning the event.

Outreach books: No further information available at this time. Mary Lynn will once again contact County officials.

Annual Report to Community The report has not been completed. The Board agreed the report should go out at the end of the fiscal year. Motion by Phyllis and 2nd by Mary Lynn to distribute the report to the community in July this year and going forward. Carried.

Annual Newsletter: Michol is still working on it. Final draft will be sent to Board members tomorrow. Notes from Trustees revised slightly. The community should receive the newsletter no later than May 22nd.

Summer Hours: Concern expressed by Arlene that the plan for expanded hours had not been first presented to the Personnel Committee and had been provided to the Board with just a few days for consideration. It is the wish of the Board that all agenda items with background information be presented to the Board at least one week in advance of the Board meeting at which they will be considered. It is preferable to allow two weeks consideration for major changes in library procedures.

Plans for Summer Reading Program: Some discussion followed regarding the "Oligopoly" program; perhaps Board needs to understand it in more detail. Michol reviewed it for us, the tie in between community and technology. In the future the Board would like more detail ahead of time. It was recommended that reservations be taken

for all programs so that decisions can be made whether to cancel if there is no interest in a program.

Naming Opportunities: Motion to approve the Galway Public Library Giving Opportunities Document by Jim Hodsoll and 2nd by Phyllis Keeler. CARRIED.

Director Hours: Motion to table the item until more information has been received. Motion by Jim Hodsoll and 2nd by Fred Baily. CARRIED.

New Business

Resolution for Library Election Proposition (attached to minutes) Motion by Neil Goes, 2nd by Phyllis Keeler to adopt the resolution prepared by the Director. CARRIED, 6 in favor, 0 opposed.

Library Budget for 2015 – 2016 : Motion by Jim Hodsoll and 2nd by Phyllis Keeler to adopt the budget as presented. CARRIED, 6 in favor, 0 opposed.

SEQR Negative Declaration: Motion made by Jim Hodsoll, 2nd by Fred Baily to adopt the SEQR Negative Declaration as presented. (copy filed with minutes) CARRIED, 6 in favor, 0 opposed.

Ad-Hoc Committee to explore uses of “back” land at new library site: Motion made by Phyllis Keeler, 2nd by Jim Hodsoll to approve the appointment of Ed Pike, Bob Eaton, Jason Dickerson, Amy David, Eric Klausner, Bill Hyde and Arlene Rhodes to serve on the committee. CARRIED.

Legal Advice on Employment Practices: Moved by Fred Baily, 2nd by Jim Hodsoll to send the library’s personnel policy and terms of employment for the director to Attorney John Cromie for review. 5 in favor, 1 opposed. Carried. At this time a letter from a staff member will not be sent for review.

Building and Grounds Plan Needed: The Director will contact members of the committee to meet to consider improvements at the current library site. Since Ed Pike, current chair of the committee, will not be serving on the Board beginning in July, a new committee chair is being sought.

Personnel Policy: Revisions must be completed. It is hoped it can be completed within the next personnel meeting framework. Jim made motion, 2nd by Neil Goes, to table consideration of the policy until the revisions have been completed. CARRIED.

COMMITTEE ON OPEN GOVERNMENT APPOINTMENT: Due to time constraints and not enough information, Jim Hodsoll proposed tabling discussion of this item, 2nd by Phyllis Keeler. Carried.

SALS Invitation to Annual Meeting: Motion made by Neil and 2nd by Jim to pay the \$25 registration fee and grant time to the Director to attend the meeting. CARRIED. Arlene is willing to represent the Board and asked that another board member consider attending as well. Reservations are due tomorrow.

Payment from Dockstader Property Sale: Motion made by Neil Goes, 2nd by Fred Baily to put the funds in the library Capital Fund Account. CARRIED

Adjournment: Motion made by Jim Hodsoll, 2nd by Phyllis Keeler. CARRIED. The meeting was adjourned at 9:35 pm.

Mary Lynn Kopper

Secretary

Approved: motion made by Phyllis Keeler, 2nd by Ed Pike -

Carried: June 4, 2015