

GALWAY PUBLIC LIBRARY

Meeting of the Board of Trustees, July 2, 2015

Present were: Arlene Rhodes, Neil Goes, Phyllis Keeler, Jim Hodsoll, M. L Kopper, and Trustee Fred Baily who attended by SKYPE. Others in attendance were Barbara Germain, Fund Development Liaison, and Bill Bateman, Liaison with the Friends of the Library, Library Director Michol Tuttle was also in attendance.

Minutes of previous meetings of June 4 and 17 were approved as distributed . June 4 meeting motion was made by Jim Hodsoll and 2nd by Neil Goes. CARRIED. Motion was made by Phyllis Keeler and 2nd by Jim Hodsoll to approve minutes of the June 17 meeting. CARRIED.

Arlene Swore in Jim Hodsoll as Treasurer of Board of Trustees as of July 2, 2015.

Election of Officers:

- The Nominating Committee slate of Officers was approved as presented. CARRIED
- The Motion to approve Sue Stewart as Treasurer was CARRIED.

Motion was made by Neil Goes, and 2nd by Phyllis Keeler that Jim Hodsoll be appointed Chief Financial Officer.
CARRIED.

No Public Comment.

Treasurer's Report: (Filed with Minutes)

- **Approved the payment of listed expenses for June:** Check Register, Petty cash log, and receipts log as presented. Motion made by Neil Goes, 2nd by Fred Baily. CARRIED.
- **Motion Made to establish signatories for Ballston Spa National Bank Account:** Those signatories are to be as follows: Arlene Rhodes, Jim Hodsoll, Neil Goes, Mary Lynn Kopper. Motion made by Jim Hodsoll, 2nd by Neil Goes, CARRIED.
- **Moved by Neil, 2nd by Phyllis Keeler that the Insurance Health** line be deleted, and the \$3,000 be added to gross payroll for a total of \$74,000.
- Also moved that the recently matured Retirement Fund CD of \$19,573.67 be re-deposited in a four year CD at the BSNB ---(under New Business).
- In Addition: invoices were reviewed by Mary Lynn and Jim. Will be discussed under New Business.
- Jim made certain recommendations (filed with minutes) regarding the changes in the Budget-vs. Actual and Quick Book data: that we changed the handling of the budget to a more "present circumstance" process. Also that the "Other Income/Expense " section of the profit/loss report be used for all capital income/expense, enabling a single Quick Book report to show both operating and capital transactions. Will be acted upon under New Business.

Director's Report:

- There was a jump in patrons and circulation for previous month. School cooperative program, Patrons returning to lake, etc. Still down for the year. Michol stated that circulation seems to be down in all libraries she reviews.
- Cardboard Cutouts made by staff for Heroes Summer Program.
- File Cabinets have been removed to do media room (they were over pipes which had to be worked on).
- Tinker Tuesday attendance has remained good - 14.
- The next Library Council Meeting, of which our Director is new officer, will take place in September or October.
- She recommends that we give a copy of time sheet to the Election Workers next time around. Will help in processing their checks.
- She is working with the school on a Challenge Grant - and the school has loaned us their popcorn maker for our summer programs.
- She has sent the Annual Report materials out to Board – should be on the computers.

Friend's of the Library: Bill Bateman , Friends Liaison, Held meeting June 16,

- Questioning how to handle the left-over books after book sales –would welcome any ideas, e-mail Bill.
 - They are going to prepare guidelines on what to accept, and not accept, at their July Meeting.
 - Will send Dusty Rhodes a thank you for purchasing a tire for his truck, and moving the left-overs for them, since their other source had dried up.
- Will handle the Brick Campaign –however, Arlene mentioned that she has discovered that the Fire Company will be having a Brick Campaign – we will hold off in planning until we know their time frame and costs.
 - Will take to next Monday fund development meeting and make suggestions.
 - Friends made \$2200 on the book sales this year.

Bill has volunteered to Chair the Building and Grounds Committee.

Personnel Committee: Neil reported that they reviewed Salary Increases and target salaries. Will review under New Business.

- Some changes in hours during July and August have been recommended.
- Next Meeting will be July 29 or August 5.

Long Range Plan: Phyllis will transfer from Personnel Committee to Long Range Plan with Mary Lynn and Arlene. Again, under New Business.

Public Relations: Met on Monday – (will file with minutes)

- Reviewed wording of Bonding Referendum Press Release.
- Reviewed Questions from P. R. Committee
- Contacting Linda Casateli at GCS to see if we can have referendum at school
- Message meeting with Volunteers and Staff.
 - Question from Mary Lynn: Are we paying Staff to attend? Decision not to – but to invite attendance.
 - Will review naming tree designs and quantity of writing that can/ should appear thereon.
- Display for bank underway - Amy David, Margie Prasek, Evelyn Hanna putting it together based on trustee's Ideas.

Question: should we send specific invitations to August event –(to Farley, town officials, school officials) – Yes.

New Building: (Fred on Skype connection)

- On June 23 they changed the rules of Division of Library Development so that libraries can't "double dip" – foundation, footing and slab can't be used for grant application. We are committing to geo-thermal applications and change our plan for 2015 grant to comply.
- Arlene and Heather Hasslebacker are working on issues regarding clearing and grubbing : Committee indicated there were no trees we wished to retain by fence lines—work can be done on the 3 acre lot. Will be contracted and bids will be opened soon.
- The Division of Library Development grant should be considered for 2016.

Nominating :

Arlene has asked Ed Pike on Committee. - Listing of Committee Appointments will be given under New Business.

Fund Development

Meets Monday afternoon – then every other Monday. Barbara Noted that work is underway on folders, process of setting up computerized data base.

UNFINISHED BUSINESS:

- **OUTREACH BOOKS :** Primarily because of insurance concerns, this concept has been tabled indefinitely. Motion made by Phyllis Keeler, 2nd by Jim Hodsoll. CARRIED.

New Business:

Moved by Fred Baily, 2nd by Neil Goes, that we adopt Geothermal process HBRC for new building. CARRIED.

Moved by Jim Hodsoll that we Change Funding for Foundation and Slab for the DLD 20165 Grant : 2nd by Mary Lynn: CARRIED.

Committee Appointments: For 2015, 2016:

- Jim moved that we use Daily Gazette as our media of record. Phyllis 2nd – CARRIED.
- Moved by Jim Hodsoll , and 2nd by Neil Goes that we use BSNB and Capital One as our two repositories for funds. CARRIED. (When we build accounts to the limits of the bank insurance, move funds to another account. Or if need be, to another bank). Moved by Jim , 2nd by Mary Lynn. CARRIED.

UNFINISHED BUSINESS:

- ANNUAL REPORT TO COMMUNITY: Still working with graphs, dates need adjusting, etc. Due out in July.
- Building and Grounds: Has not yet met, but will.
- Salary Schedule: Move to approve plan as adopted by Personnel Committee: Neil Goes, 2nd, Phyllis Keeler. CARRIED.
- Review scope of sessions with Fund Development Consultant: Continue services through balance of year, Including solicitation training, not to exceed \$2500.00 . Mary Lynn moved, Phyllis 2nd. CARRIED.
- PERSONNEL: As requested by Director: To rescind appointment of Sara Best as Sub Clerk – moved by Jim, 2nd by Phyllis. CARRIED
 - To appoint Sara Best to Clerk. Neil moved, Jim 2nd. CARRIED.
 - Director requests vacation days of July 6, 13, August 17, August 31st. 28 hours. Motion made to grant those dates and hours requested by director as vacation time by Jim Hodsoll, 2nd by Phyllis Keeler, CARRIED

Moved to Change Retirement CD of \$10,000 and reinvest the same with new CD. Jim moved, Neil 2nd. CARRIED.

PR Plan: as outlined by PR committee -- moved by Phyllis, 2nd by Neil, CARRIED.

Moved to adjourn: Phyllis Keeler, Jim 2nd. Meeting Adjourned. 8:46.

Mary Lynn Kopper/ Secretary