

(final)

GALWAY PUBLIC LIBRARY

Minutes of the Board Meeting of

August 19, 2015

Meeting was called to order at 5:59 by President Arlene Rhodes.

Present were: Jim Hodson, Fred Baily, Neil Goes, Mary Lynn Kopper, Phyllis Keeler, Arlene Rhodes, Representative from the Steering Committee Barbara Germain. Michol Tuttle, Director, arrived at 6:10.

Committee Reports:

- **Library Development** Barbara Germain reported that the Steering Committee has been working on the Data Base Conversion - Bill Bateman and others will be working on the Website Design. Discussion will continue on the addition of data base for credit card donations.
- **Public Relations:** Arlene (report filed with minutes)
 - On a question posed by Arlene on updating the information on the tax impact in both the FAQs and the brochure, Fred Baily suggested the wording as follows: "For a property assessed at \$100,000 the estimated increase in library tax will be \$43.00 per year, or 83 cents per week." Jim Hodson made the motion to approve the revision, Fred Baily 2nd, Motion was CARRIED.
 - The decision was made to do the all-community mailing of the revised brochure, with an immediate printing of 200 to be distributed at the Sundae event, and the remaining approximately 3000 to be mailed out asap. Phyllis made the motion, Jim 2nd. Motion was CARRIED.
 - It was noted that Laura Sakala and her committee have things under control for the Sundae Social -- helium balloons, ice cream sundaes (with the alternate Farm Dairy Queen and one of her Princesses - both who live in Galway - serving), face painting, a craft and art show by Instructor Jim Best , with pieces created in the Galway Library class; Lisa Temoshok and Amy David posting information signs and balloons on the nature trails, tents have been ordered , including the tent, with seating, for the concert, and Galway Public Library T-Shirts will be available for Board Members and volunteers that day.
 - The Board was asked by Mary Lynn to approve the expenditure of "not to exceed \$300.00" for use of Laura's committee for the Sundae Social - which may, in part, be returned by the Friends of the Library after their next meeting - . Phyllis made the motion to provide funding for the event not to exceed \$300.00, Fred 2nd. CARRIED.
 - Both Arlene and Mary Lynn are concerned that the building layout, as marked on the grounds, appears to be closer to the street than it looked in the design, and they would like BRMA to consider siting the building further back.

- **New Building:**

- **DLD Grant:** Application for funding for the installation of a geothermal well field on the new library property, cost of \$92,000, application for 75% of cost or \$69,000.
 - The approved construction application form must be signed by Michol and sent in with 3 copies of the FSIO form. Jim Hodsoll moved to authorize Michol to sign the forms, Neil 2nd. CARRIED.
 - Motion to authorize President Arlene Rhodes to sign the Assurances Form. Motion by Jim, Phyllis 2nd. CARRIED
 - Available Capital Funds Statement Jim questions the date of September 2015. Neil made a motion, Fred 2nd to revise the date on the form to July 2015 and to authorize President Arlene Rhodes to sign the form. Motion CARRIED
 - Motion to authorize Michol to sign part 1, 2 and 3 of the Short Environmental Assessment Forms, moved by Jim Hodsoll, 2nd by Phyllis. CARRIED.
 - Motion to authorize Michol to sign the Payee Form . Motion was made by Jim Hodsoll, 2nd by Fred Baily CARRIED.
 - The date on the Smart Growth Infrastructure Statement has been revised to August 19, 2015. Michol will sign statement to that effect. Fred made the motion, 2nd by Neil. CARRIED.
 - It was moved by Phyllis and seconded by Jim to direct Michol Tuttle to submit the 2015 DLD Construction Aid Grant materials as reviewed and signed this evening. CARRIED

New Business:

- **Confidentiality Agreement** Barbara Germain presented for consideration a Confidentiality Agreement for the Capital Campaign as recommended by the Steering Committee. It will be all FOIL-able, but will require those who handle the money to recognize that their information is confidential. . . by having the agreement signed and notarized prior to their participation in the program. Motion to accept the Confidentiality agreement for usage in the Capital Campaign without the necessity of a signature by the Library Director or Board President. Motion was made by Jim Hodsoll and 2nd by Neil . CARRIED
- **Guidelines for Book Donations** Bill Bateman had shared some new guidelines developed by the Friends for the collection of books from public donation. Michol will work to publicize the guidelines.

- **New Savings Account** Jim Hodsoll indicated that Ben Gailey, Esq., commented on not co-mingling private and public money. He explored an alternative arrangement with Mr. Gailey. “When is “mingling,” is still being discussed, but It will necessitate the establishment of another savings account at Ballston Spa National Bank. Motion to approve the establishment of an additional savings account was made by Neil Goes, 2nd by Phyllis Keeler. CARRIED.
- **Capital Campaign Donations by Credit Card** Jim sent a note to the Friends of the Library asking if they would be willing to accept credit card responsibility for fund drive –Library has no authority to allow access to funds

Executive Session Motion made by Neil, 2nd by Phyllis to adjourn to executive session to discuss the job performance of the Director. CARRIED 7:50 p.m.

Motion made to conclude Executive Session made by Jim Hodsoll, 2nd by Phyllis Keeler. Carried. Return to regular session at 8:25.

Motion made to adjourn meeting: at 8:26, by Jim Hodsoll , 2nd by Neil. CARRIED.

Mary Lynn Kopper
Secretary