

GALWAY PUBLIC LIBRARY

Board of Trustees Meeting

Thursday, August 6, 2015

In Attendance: Arlene Rhodes, Fred Baily, Phyllis Keeler, Jim Hodsoll, Mary Lynn Kopper, Neil Goes; Representative from Fund Development, Barbara Germain; Liaison with Friends of Library, Bill Bateman; Director Michol Tuttle

Meeting called to order at 6:12 by President Arlene Rhodes.

Minutes of Previous Meetings were reviewed. Motion was made by Jim Hodsoll to approve the minutes of July 2nd. 2nd by Phyllis Keeler. CARRIED

- Minutes of July 9th were reviewed. Motion made by Jim Hodsoll to approve. 2nd by Fred Baily. CARRIED.
- Minutes of July 15th were reviewed. Motion made by Neil Goes to approve, 2nd by Jim Hodsoll . CARRIED
- Minutes of July 29th reviewed. Motion made by Fred Baily to approve, 2nd by Jim Hodsoll. CARRIED.

No Public Comment.

Treasurer's report: Mary Lynn and Jim have reviewed the July invoices and all are in order.

- Jim indicated that we currently have three capital accounts: all funnel money into the New Building Project.
- Motion made to approve the payment of bills listed on the Check Register, the Petty Cash Log, and Petty Checking Log and to approve the Library receipts Log: Moved by Neil Goes, 2nd by Jim Hodsoll. CARRIED.

Director's Report: Full report not yet available. Director reported that the July attendance at programs was 216,

- Some attended Movie Nights in the Park –weather has been a problem.
- Art in the Park also had weather problems—artists don't wish to take art work outdoors if rain is coming or threatened. Director said that she probably will not schedule that program next year. . . between weather and bugs it hasn't been conducive to outdoor programs that have to be scheduled in advance.
- The Clay program has been pretty well attended, changed price this year to \$35 for adults –\$5 for children. Always popular.

Friends of Library Report: Bill Bateman reported that they had discussed the timing of the Brick Campaign and how it fits in with the fund raising program.

- Book sale coming this weekend -- discussion at Friends on redrawing guidelines for accepting donated books, what to and not to accept, and what to do with leftovers after sales.
- Volunteers have agreed to help with calls for the referendum.
- Taste of Chocolate plans underway – will be in October – date unknown at this time.

No correspondence.

Standing Committees:

- **Building and Grounds:** Bill and Michol have not yet met to make a plan. Arlene suggested that all members of the B & G Committee be invited to participate.
 - Banner will be hung on front of the library - Jim will lend a hand in the hanging.
- **Finance Committee:** Did not meet this month.
- **Personnel Committee:** Neil reported that the committee met on July 29th and is continuing the review of the Personnel Committee Policies. Recommended revisions were to be distributed to the Board by the Director. Neil will coordinate date of next meeting and send to committee.
- **Long Range Plan:** Arlene stated that the committee has not yet met, but will early in the fall, to update and make any needed adjustments to our current plan.

- **Public Relations Committee:** . Arlene reported that the Public Relations Committee has been concentrating on the publicity for the Informational Meetings, the Sundae Social at the Library Grounds on the 23rd, posters for both are out, the Bank Display is in place with folders and FAQ sheets included.
 - Ardeth Deay took some folders and spoke at Seniors today.
 - The slide presentation has been completed and ready for use at Informational Meetings.
 - Michol will bring projector and laptop from library.
 - Fred said that architects had built in attendance when they budgeted their time for us ---he will contact them to see that someone can be at Galway Town Hall.
 - Arlene, Fred, Jim and Michol will be in attendance.. . any others can join if possible.
 - Arlene would feel more comfortable with a script – she will work on one.
 - Regarding Invitations to the Sundae Social: Michol will write invitations to Trust, Farley, Tedisco, Kimball, Ballston Spa National Bank. Arlene will email invitations to Town, Village and school boards and to community groups.
 - Michol has been asked to provide a training program for employees of Library –how to present the book-mark, FAQ sheets -- concept of Library referendum – and referral to staff by those who might not feel comfortable answering questions. (Requested by Marsha and Steering Committee)
 - A bookmark reminder of the August event will be placed in each bag of books at sale on Saturday.
 - Calls for potential voters program is currently underway. Care has been taken to try to avoid duplication of callers.

Ad Hoc Committees

- **New Building:** Fred reported that grubbing and clearing is being done on the new property. He will ask the architects if we should be monitoring the work on the property, or does BRMA do that.
- **Library Development:** Barbara Germain indicates that the committee has been working hard on policy and process. Jim Hodsoll and Bill Bateman both attended the last meeting so that they can “meld” the program with actual functioning programs of the library.
- **Vacant Land Use:** Committee won’t be called together until the referendum is over and has passed.

Unfinished Business:

Annual report to the community: Michol indicated that she has gotten rid of the graphs. It will be a single year “annual “ report for 2014-2015. A copy was distributed to all Board Members. After review and some revisions, Phyllis moved to accept the Annual report, Neil 2nd. Copies will be made by Michol and they will be available at the Informational meetings and in the library. CARRIED

Buildings and Grounds Plan: Director has not met with the committee to develop this.

Hearings for the Referendum: Arlene noted that upon inquiry, Linda Casatelli , District Clerk at the Galway Central School, has indicated upon advice from the school attorney that no formal hearing, as such, is required by school regulations. Motion made by Phyllis Keeler that we accept the School’s Affirmation that a public hearing is NOT required. Jim Hodsoll 2nd motion. CARRIED

Purchase of Donor Perfect OnLine Module: As presented by Bill Bateman and Barbara Germain, the purchase of the Donor Perfect OnLine Module for donations made by credit card: Fees are reasonable - as indicated, Could be added to the contribution when made if we desired to do so. After some discussion, motion was made by Jim to approve the credit card module by Donor Perfect as a part of our fund raising procedure. 2nd by Fred. CARRIED

New Business

Personnel Policy Changes Director has not distributed revisions recommended by the Personnel Committee. Neil moved that we table consideration until the next meeting. 2nd by Phyllis. CARRIED

New Building Letterhead: was decided to continue to use the old letterhead until the referendum passes –but use the new one on fund-raising materials for the new building. Fred made the motion, Phyllis 2nd. CARRIED.

Capital Campaign Pledge Form and Donation Form: Numerous revision to both forms. Jim Hodsoll made motion to approve the Pledge form with changes, Neil 2nd. CARRIED.

Donation Form also approved with revisions in a motion made by Neil Goes, and 2nd by Jim Hodsoll. Both items, with revisions, will be filed with minutes. CARRIED

Budget for August 23rd Sundae Social Request from Laura Sakala and her committee for a budget, not to exceed \$300, for items needed for the party on August 23 . . . including tent rental, helium rental and balloons, topping for sundaes, partial cost for Ice Cream based on Stewarts fee for charity functions , and other incidental costs, which may in part be reimbursed to library from Friends of Library after their next meeting. Motion made by Jim Hodsoll, 2nd by Neil Goes. CARRIED

Ethics and Conflict of Interest Policy Director Michol Tuttle distributed copies to all Board members with the request that everyone return these by the August 19 meeting with their signatures notarized.

Discussion concerning recent newspaper article on Northville Library An audit report by the Comptroller's Office indicates a need for tightening up on financial pre-approvals and payments of funds. Jim discussed the need to refine our procedures also, although we have recently instituted some in conjunction with the new building and fund drive. Motion by Jim and a 2nd by Mary Lynn that this be turned over to the Finance Committee for review and recommendations brought back to the next meeting. CARRIED

Adjournment Jim Hodsoll moved to adjourn meeting, 2nd by Phyllis Keeler. CARRIED

Meeting adjourned at 8:15.

M. L. Kopper, Secretary