

GALWAY PUBLIC LIBRARY

Minutes of the Board Meeting of September 3, 2015

Meeting was called to order by President Arlene Rhodes at 6:03 pm.

Present: Fred Baily by internet, Neil Goes, Jim Hodson, Phyllis Keeler, M.L.Kopper, Arlene Rhodes, Director Michol Tuttle, Fund Development Liaison Barbara Germain, Liaison with Friends of Library, Bill Bateman.

Minutes of August 6 : Moved to approve by Jim Hodson, 2d by Phyllis Keeler, CARRIED

Minutes of August 19: Moved to approve by Neil Goes, 2nd by Jim Hodson, CARRIED

Public Comment: None

Treasurer's Report:

- Motion made by Jim to approve payment of bills on Check Register, Petty Cash Log, Petty Checking Log and also to approve the Receipts' Log, 2nd by Neil. CARRIED Jim and Mary Lynn have reviewed and validated the recent invoices.
- Jim reported on contact with Morgan Stanley and Ameriprise (Gary Winnick) regarding the establishment of a GPL brokerage account for the purpose of facilitating the conversion of donated securities to cash. He will continue investigation by contacting our bank and legal representative.
- Explained the unpaid bills report for the first time. Moving forward, we will make a QB entry at the same time as we place an order. The BOT will, therefore, be able to approve the expenditure prior to the check being cut, in our continuing effort to pay bills in a more timely manner and to avoid late fees occurring because of our current procedures.
- Barbara Germain explained that the Johnstown Public Library, where she had been the Director, had used Wells Fargo Brokers to invest library funds, following the NYS General Municipal Law.
- Jim will pursue the possibility of having an investment account where capital project funds might garner additional earnings. He will bring this to the attention of the Finance Committee.
- Jim indicated that he has completed working with Director Tuttle on the annual NYS Auditor Report. It will be done in the future by the Director. This was her first year, so he completed it as he explained it to her.
- We cancelled the automatic payment of National Grid bill, in response to recent news that State auditors have been concerned with allowance of outside business entities achieving access to Library Accounts. We are now in compliance with regulations concerning payment by automated means.
- Arlene asked that the Finance Committee review our financial procedures and the roles and responsibilities of all persons who handle these matters at the library. Jim will take this to the Finance Committee.

Director's Report:

- Attendance for Summer Reading Program –some questions regarding the on-line portion of the program – how we could judge attendance and participation, etc.
- With the resignation of Library Clerk Stephen Flint, who has entered college in the western part of the State, Director Tuttle asked for Board input on filling that position, which covers hours on every other Saturday. Discussion followed concerning the responsibilities of clerks, sub-clerks, Senior Clerk (Deb is the only Senior Clerk that we have currently). Discussion about whether it is advantageous for the library to have fewer clerks who work more hours and get to know the patrons and procedures more easily or to have more clerks with fewer hours, providing flexibility in scheduling. More discussion needed.
- Library Director Michol Tuttle will contact Civil Service regarding the requirements for clerk positions, the current staff positions listed for our library and the process for decreasing the number of staff positions. She will report her findings to the Board at the September 16 meeting.

Correspondence Arlene read a notice she found in her mailbox from Sara Dallas of SALS. Ms. Dallas would like to visit our library and speak to the Board about SALS services and its next plan of service in 2016. The Director has already responded to the notice, saying we would indeed welcome a visit.

Friends of the Library Report:

- Bill Bateman reported that discussions on the methodology of gathering, sorting, selling and disposing of unsold books continues. The Friends voted to approve the "Books to Accept for Sale" Suggestions they had drawn up and presented to the Board. Our Director has also approved their approach.
- The Friends have discussed plans to hold the "Taste of Chocolate" fund-raiser in February, instead of in the fall. Mary Lynn mentioned, however, that the Lions Club does offer their Chocolate Easter Bunny Sale approximately that time, so we should be aware that there may be a conflict with that timing.
- The Sundae Social for the Library brought benefits that the Friends didn't expect - 14 new members, several unsolicited donations, numerous fund-raising suggestions.
- Bill asked about the \$1,000 the Friends offered for use of the steering committee—had it been used? Arlene explained that it will be used to pay for the capital campaign brochure that will be printed AFTER the referendum – and had not been utilized at this point- but assured him that they would receive our sincere thanks when it was printed.
- Friends also have decided that they will pick up the difference between what our board voted to donate to the Sundae Social event --\$300, and what the actual costs were. Our sincere thanks to the members of the Friends for all their efforts on behalf of the library.

Standing Committee Reports:

Building and Grounds:

- Bill Bateman, Chairman, reported that the current committee members, Amy David, Jon Prasek and he will have a meeting after Labor Day. They would like to draw some additional members.
- The New Building Banner has been hung outside the building.
- After reviewing the need for a new light on the front of the building with electrician Fred Sutch, Bill advised that we purchase an LED light for that area, cost to purchase and install, about \$280.00. Michol suggested that we also install a light at the back of the building so that staff and volunteers can more easily get to book sheds for storage during the winter. The purchase of lighting for the back of the building had been approved last year. There was discussion on the wisdom of purchasing the more expensive LED lighting since the library does not plan to be in the current building, long-term. CFL lights would be adequate and would cost less than \$100.
- Phyllis made a motion to purchase CFL lights for the front and the back of the building and to have them installed by Fred Sutch. 2nd by Mary Lynn. CARRIED. Bill will work on this with Michol and arrange for the installation by Mr. Sutch.

Personnel: Neil reported that the committee is continuing to work on the revision of Personnel Policies. Will contact members for next meeting date and time: Possibly the week of the 14th.

Long Range Plan: The committee will meet at the library at 10:30 a.m. tomorrow, Sept. 4.

Public Relations:

- Arlene will utilize Fred's suggested letter to contact a District resident – who wrote to the Director concerning the new Library. We agree Fred's letter is most appropriate, and will be retained for possibility of additional contacts.
- Arlene asked Library Director Michol Tuttle to send a thank you note to the Friend for their work on the Sundae Social event and to especially recognize the efforts of Laura Sakala.
- Additional PR needed for the Referendum. Michol will locate the Vote Today sign and Bill will place it at the roadside in front of Town Hall the morning of September 23. The Friends will make reminder calls for the referendum. Arlene asked for volunteers to poll watch on Sept. 23. Bill can do 5-6 p.m. Mary Lynn will help.

Ad Hoc Committee Reports

New Building:

- Fred reports nothing new since the Sundae Social Event – Looks forward to kicking off formal design work after referendum.

Fund Development: Barbara has two items for the Board's consideration: the approval of grant applications by the board and the use of online credit card donations via the Friends. These will be taken up at the September 16th Business Meeting,

- The committee is working hard to make deadlines for Wright Family Foundation and Arthur Z. Solomon Foundation.
- We should give thought to whether or not we wish to have a "sunset" clause in the credit card payment plan.
- We received an e-mail from Nancy Preston, the development consultant, indicating that her time will be complete as of two more meetings. . . what are our options, and what do we wish to do? Will be discussed at the Tuesday committee meeting next week.
- We can withdraw DLD Application if the referendum fails. Papers we have submitted will be carried out if it passes.

Unfinished Business

Ethics Statement Director Michol Tuttle confirmed that all Board members have submitted the ethics document, signed and notarized, as required annually by library policy.

Personnel Policy Revisions Motion by Jim with a 2nd by Phyllis that the policy be sent back to the Personnel Committee for further revisions. CARRIED.

New Business

Audit Committee: Mary Lynn and Jim have already been reviewing invoices. A motion was made that an Audit Committee be established, composed of Mary Lynn Kopper and Jim Hodsoll. Neal made the motion, Phyllis 2nd. CARRIED.

Resignation of Steve Flint Motion by Jim Hodsoll and 2nd by Phyllis Keeler to accept the resignation of Library Clerk Steve Flint, effective August 25. Motion Carried.

Appointment of Steve Flint as Sub Clerk Motion by Neil Goes and 2nd by Phyllis to appoint Steve Flint to the position of Substitute Clerk, effective August 26, at the current rate of pay for that position. CARRIED.

Executive Session Motion was made to move into Executive Session at 8:21, for discussion of the Director's performance. Phyllis made the motion, Neil 2nd. CARRIED

Motion was made to exit from Executive Session at 8:54. Made by Jim, 2nd by Neil. CARRIED

Adjournment Motion to adjourn the meeting at 8:55 by Neil, 2nd by Mary Lynn. CARRIED

M. L. Kopper, Secretary

Next Board Meeting: 6 p.m., 16th