

Galway Public Library
Board of Trustees Meeting, October 1, 2015

Attendance: Arlene Rhodes, Fred Baily, Neil Goes, Jim Hodsoll, Phyllis Keeler, Mary Lynn Kopper, Director Michol Tuttle; Interim Director, Deborah Flint; Liaison with Friends of Library, Bill Bateman, Fund Development Steering Committee Representative Barbara Germain and member of the public, Lorie Urquhart.

Meeting Called to Order by President Rhodes at 6 :02 pm.

Library Insurance Presentation

David Meagher, Representative from Adirondack Trust Insurance Company, brought copies of our new policy for 2015/16, and reviewed the library's insurance coverage. The cost actually went down slightly (39%) because of a change in the rating system governing libraries.

Minutes approved: motion was made to approve minutes of September 3 by Jim Hodsoll, 2nd by Neil Goes.

CARRIED

Motion made Neil Goes to approve minutes of special meeting on September 15, 2nd by Jim Hodsoll. CARRIED

Motion made by Mary Lynn to approve minutes of September 16: 2nd by Phyllis Keeler. CARRIED.

Public Comment: Lorie Urquhart was introduced by President Rhodes as possibly having interest in becoming Member of Board of Trustees. Lorie is from Town of Providence.

Treasurer's Report: Jim indicated that in addition to normal information, we've been sending out bills that are ordered through QuickBooks.

- Jim and Mary Lynn have been reviewing the bills weekly, and reviewed invoices that are to be approved today to see that all are in order.
- Jim was asked at last meeting to contact Spagnola and Spagnola to see if they would offer their services to us while we search for a new book keeper. He indicated that they do not do work with Quick Books, but with another program, but would be willing to work for us at approximately \$200 per month.
- He also contacted Ballston Spa National Bank about opening a special bank account but indicated that their fee structure would be prohibitive. They suggested a brokerage account and Scott Trade was contacted – they will send appropriate papers for consideration.
- He indicated that since our bookkeeper Casaundra is ill, and will assist as she is able until we locate someone else, but has turned in her resignation due to limited time with her new position and move, as well as health problem.
- Phyllis made a motion to approve payment of bills as listed on check register, receipt log, and petty cash accounts. 2nd by Neil Goes. CARRIED.

Director's Report: Meeting with teacher at school went well, 2nd graders seem enthusiastic about library program.

- Sarah Best has been trained to work with the Tinker Programs with students.
- Since Michol's last day is upon us, Mary Lynn requested that she leave a staff schedule for the Board so that we know who is on schedule during the month of October – subject to Interim Director Flint's approval.

Correspondence: None

Friends of Library Report: Friends met on 15 September, discussed and approved an additional \$1000 toward their donation of \$9000, (now \$10,000 total) toward new library in future.

- 200 plastic bins have been donated to Friends by Target for containing books at book sales. Jon Prasek of the Friends was the contact with them that made it possible.
- There will be a meeting on October 20 at Town Hall at 7 p.m. to talk with the Friends about what our next steps will be toward a new building plan.

Standing Committees:

Building and Grounds: Bill Bateman has made 4 contacts – received 2 replies, will set meeting soon. Dick Sleeper will be on the Committee.

- Contacted Fred Sutch on the lights for front and back of library. \$500 will cover parts and labor. Bill will supply tax number and certification. (Refer to New Business). Proposal filed with minutes.
- Furnace work is completed.

Personnel: Neil, Jim and Mary Lynn will set next meeting soon, and continue work on Personnel Policy.

Long Range Plan: Phyllis, Mary Lynn and Arlene will set up meeting for end of October.

Public Relations: Will redouble efforts to secure input from all members of the greater Galway Community on what they will support as we go ahead with revised plans for new facility.

- Keep posters and art work for possible use at some time in future.

Ad Hoc Committees:

New Building: Fred will talk with architects, set up meetings as necessary.

- Arlene spoke with Sara Dallas at SALS, who suggested 3 names of people from other areas who have dealt with library failures at referendums and might have ideas on how to proceed.
 - Fred suggests that we thank Sara and put the names away in the event we need them at some time.

Fund Development: Barbara Germain notified us that the Steering Committee has agreed to meet on a monthly basis at Bill's home.

- They will continue work on the donation and pledge forms so they are available to those who wish to make a donation of any kind, at any time, toward the building project.
- The grantmanship work and brochure will be put on hold, realizing that changes will need to be made in copy.
- She and Bill have discussed putting a hold on the Donor-Perfect account during the hiatus. There is an option to put a temporary hold on it for 6 months. - called "parking" the account. We could then reactivate it – cost is about \$100.00.
- Grants will not be applied for at this time, but materials will be retained so that follow-up will be easier.
- Services of Nancy Meyers Preston have been suspended: Last bill will be paid.
- Sheelagh Baily has already notified Stewarts that we will not proceed with request at this time.
- Arlene will send a note to those who indicated they would like to donate to the Building Program indicating that we would not proceed to solicit for the building at this point .
- We will withdraw application for 90,000 grant from DLD because we will do no further work on site until we determine what steps we will take next.

New Business:

- Motion made by Fred to withdraw the application for the NYS Construction Aid Grant for the geothermal well field, effective September 24. 2nd by Jim . CARRIED

- Motion made by Neil to cancel Ad-Hoc Committee function of reviewing use of land until further notice. 2nd by Phyllis. CARRIED
- Motion made by Jim to accept the resignation of library clerk Shelly Schaperjahn, effective October 2. 2nd by Phyllis. CARRIED.
- Motion by Neil Goes to approve the appointment of Stephen Hull to the position of library clerk at the rate of \$9.30/hour, for an average of 11 hours per week until such a time as a new director is appointed at which time the staffing plan will be reevaluated. The appointment is effective September 30 with a 90-day probationary period. 2nd by Phyllis. CARRIED
- Motion made by Phyllis Keeler to approve the appointment of Meghan Center as page at the rate of \$9.00/hour, effective October 3. Fred 2nd. CARRIED
- Motion by Jim Hodsoll to authorize him (Jim Hodsoll) to establish a brokerage account with SCOTTRADE for the purpose of accepting donations of securities. Said account should not have any minimum balance or maintenance fees. The signatories for the account shall be Jim Hodsoll and Neil Goes. 2nd by Neil Goes. CARRIED.
- Motion by Neil Goes to authorize Bill Bateman to put the Donor Perfect Account on hold for up to 6 months with the option to cancel or reinstate the account. 2nd by Jim Hodsoll. CARRIED.
- Motion made by Jim Hodsoll to set the 3rd Wednesday of month as the regular Board of Trustees Meeting and the first Thursday of the month as Workshop Meeting. Meetings to begin at 6:30. 2nd by Phyllis Keeler. CARRIED.
- Motion by Jim Hodsoll to accept the proposal of Sutch Electric for repairing the front outside light and installing a light at the rear of the building at a cost of \$500.00. 2nd by Neil Goes. CARRIED. Bill Bateman, B&G chairperson, will contact Mr. Sutch.

Motion for adjournment: Made by Phyllis Keeler, 2nd by Jim Hodsoll . CARRIED. 8:30 p.m.

Mary Lynn Kopper, Secretary

Next Meeting will be October 21 at 6:30 p.m.