

**Galway Public Library, Library Board Meeting**  
*Wednesday, June 20, 2018*

**Attendees: Arlene Rhodes, Fred Baily, Mary Lynn Kopper, Judy Knowlton,  
Kayla Dodds, Jane Behrens , Library Director: Deb Flint**

**Absent: Donna Erickson**

*Meeting called to order by Arlene Rhodes at 6:33 pm*

**Public Comment**

**Minutes of Prior Meetings:**

Motion by Fred Baily, seconded by Jane Behrens , to approve the minutes of the 5/16/2018 meeting.

VOTE: 6 Yes 0 No. Motion Carried

Motion by Fred Baily, seconded by Judy Knowlton, to approve the minutes of the 6/6/2018 meeting.

VOTE: 6 Yes 0 No. Motion Carried

**Treasurer's Report**

Budget vs Actual and Financial Reports

Approval of Bill Payments, Receipts Log, Petty Cash Log

Motion by Mary Lynn Kopper, seconded by Judy Knowlton, to approve the receipts log, petty cash log and expenditures listed in the checking registers, as shown below:

- Checking Register, General Fund 1961, 6/10/2018 - 6/16/2018
- Checking Register, General Fund 1961, 6/17/2018 - 6/19/2018
- Checking Register, New Library 1546, 6/1/2018 -6/11/2018
- Petty Cash 5/1/2018 - 5/31/2018
- Receipts Log 5/14/18 - 6/12/2018

VOTE: 6 Yes No 0. Motion Carried.

**Director's Report**

**Correspondence**

**Standing Committees**

Buildings and Grounds

Finance

Personnel  
Long-Range Plan  
Public Relations

### Ad Hoc Committees

#### **New Building**

Project meetings will be held at 9:00 every other Thursday morning, at architectural office, until the project trailer is functional at the site.

#### **Fund Development Grant Committee**

### Unfinished Business

#### **GPS Contract**

**Groundbreaking Ceremony** -Need 24 dozen cookies: Arlene (3 doz), Judy (4 doz), Mary Lynn (4 doz), Kayla (6 doz), patron (2 doz), Lois (3 doz), Jane (3 doz).

**Rosie's Walk** - the Library will plan to assist the Lions by running a program on diabetes awareness.

Secretary assigned to write a letter of thanks to Kathleen Fyfe, Chamber of Commerce for the Leadership Saratoga report.

### New Business

#### **Acceptance of Election Results**

June 12, 2018 Galway Public Library Election Results:

A total of 106 votes were cast. 15 were absentee ballot votes.

Motion by Kayla Dodds, seconded by Jane Behrens,

to accept the Proposition election results: Shall the budget for the Galway Public Library for the fiscal year 2018-2019 be approved and the amount of \$164,100 be raised for such purpose by taxes levied on all the taxable real property within the Galway Central School District?

YES VOTES: 85                      NO VOTES: 21                      PASSED

Voted aye to approve the motion: 6 Yes, 0 No

Motion Carried.

**Board Member Election:** There was one vacancy on the Board of Trustees for a five-year term of office effective July 1, 2018 to June 30, 2023 due to Judith Knowlton's term of office on the Board expiring on June 30, 2018.

Motion: by Mary Lynn Kopper, seconded by Jane Behrens, to accept Board Member election results: Melissa Santina Florio - 94 votes - ELECTED.  
Write-In Candidates Votes: Harold Fitch 1 vote; Mary Perez 1 vote; Garry Smith 1 vote; Paul Pribis 1 vote; Liz Feulner 1 vote.  
Voted aye to approve the motion: 6 Yes, 0 No  
Motion Carried.

### **Renewal of Saratoga Chamber Membership**

*Motion by Jane Behrens, seconded by Judy Knowlton, to renew Saratoga Chamber of Commerce membership at a cost of \$435/year.*

*VOTE: Yes 6 No 0. Motion Carried.*

### **Vacation Days for Director**

*Motion by Kayla Dodds, seconded by Judy Knowlton, to approve the following vacation days for our Director: 5/25, 5/26, 5/29, 6/4, 6/7, 6/11, 6/16, 6/18, 6/21, and 6/25.*

*VOTE: Yes 6 No 0. Motion Carried.*

### **Nominating Committee**

*The President has appointed Jane Behrens as the head of the Nominating Committee, with Mary Lynn Kopper and Kayla Dodds assisting, to recommend names for President, Vice President, and other officers.*

### **Resolution to open a New Building BAN Savings Account and to transfer funds from the New Library Savings Account.**

*Motion by Fred Baily, seconded by Jane Behrens to approve the resolution.*

*Vote: Yes 6 No 0 Motion Carried*

*The resolution is attached to the minutes.*

*Arlene Rhodes, as President, appoints Fred Baily to perform the electronic transfers between the New Library Savings Account and the New Building BAN Savings Account.*

### **Next Meeting**

*Next meeting to be held on Monday July 9, 2018 at 5:00pm, due to Independence Day holiday.*

### **Lawn Mowing**

*We have a volunteer lawnmower, who has asked about the possibility of payment. Deb will discuss this with the volunteer.*

### **Public Comment**

**Adjournment**

Motion by Judy Knowlton, seconded by Jane Behrens, to adjourn at 8:34 pm.

VOTE: Yes 6 No 0. Motion Carried.

**Respectfully submitted,**

*Kayla Sue Dodds, Secretary*

## Resolution to Open New Bank Account and Transfer Funds

WHEREAS the \$1,150,000.00 BAN monies have been transferred to the New Library Savings Account at the Ballston Spa National Bank by the Galway Central School, and

WHEREAS legal counsel has recommended these funds be kept separate from all other library funds; therefore, be it

RESOLVED that the Galway Public Library open a New Building BAN Savings Account at the Ballston Spa National Bank, and be it further

RESOLVED that the \$1,150,000.00 BAN monies be transferred from the New Library Savings Account to the New Building BAN Savings Account.

Moved by \_\_\_Fred Baily\_\_\_\_\_ Seconded  
by \_\_\_\_\_Jane Behrens\_\_\_\_\_

Motion adopted by a vote of \_6\_ in favor and \_0\_ against.  
Motion carried.

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Kayla Dodds  
Secretary to the Board of Trustees, Galway Public Library  
June 20, 2018

# GALWAY PUBLIC LIBRARY

Motion

By \_\_\_\_\_

Date \_\_\_\_\_

I move that the following new-building construction obligations be approved for payment and that the GPL Bookkeeper be instructed to draw the necessary checks.

**To be paid from Dockstader Charitable Trust (DCT) funding:**

Contract No 1 – General Construction, Hoosick Valley Contractors, Inc.  
Application for Payment Dated \_\_\_\_\_, in the amount of \$ \_\_\_\_\_

**To be paid from GPL Bond Anticipation Note (BAN) funding:**

Contract No 2 – Plumbing, Burniche Piping Inc.  
Application for Payment Dated \_\_\_\_\_, in the amount of \$ \_\_\_\_\_

Contract No 3 – Mechanical, Collins Mechanical LLC  
Application for Payment Dated \_\_\_\_\_, in the amount of \$ \_\_\_\_\_

Contract No 4 – Electrical, Current Electrical Systems, Inc.  
Application for Payment Dated \_\_\_\_\_, in the amount of \$ \_\_\_\_\_

Freemann Project Management (Clerk-of-the-Works services)  
Invoice Dated \_\_\_\_\_, in the amount of \$ \_\_\_\_\_

Dente (Special Inspections)  
Invoice Dated \_\_\_\_\_, in the amount of \$ \_\_\_\_\_

Butler Rowland Mays (BRMA, Architectural Services)  
Invoice Dated \_\_\_\_\_, in the amount of \$ \_\_\_\_\_

Whiteman Osterman Hanna (Legal Services)  
Invoice Dated \_\_\_\_\_, in the amount of \$ \_\_\_\_\_

Other \_\_\_\_\_  
Invoice Dated \_\_\_\_\_, in the amount of \$ \_\_\_\_\_

**Total to be paid from BAN funding \$ \_\_\_\_\_**