

**Minutes, Galway Public Library Board Workshop Meeting**  
*Wednesday, September 5, 2018*

*Meeting called to order by President Arlene Rhodes at 6:38 pm.*  
*Attendees Arlene Rhodes, Fred Baily, Mary Lynn Kopper, Jane Behrens,*  
*Jim Hodsoll and Library Director Deb Flint.*  
*Absent: Santana Florio*

**Public Comment - none**

**Ad Hoc Committees**

New Building-Fred reported footings mostly in place, working on problem with retention pond. Excess topsoil can be removed by subcontractor, Earth Development, as stated in the bidding documents.

Fund Development-Arlene reported Minutes from Fund Development Committee sent to Board members. The committee is looking for input on the Donor Wall.

**Financials**

Approval of Bill Payments. Motion by Jim Hodsoll. Seconded by Mary Lynne Kopper to approve expenditures:

Checking register Operating Grant 8/1/2018-8/20/18

Checking register General Fund 8/15-8/24/2018

Checking register General Fund 8/25-8/27/2018

Checking register Story Quilt 5/1/2018-8/27/2018

Checking register General Fund - 8/27-9/7/2018

Checking register New Library-8/20-9/20/2018

Vote:5 yes 0 no Motion carried

Approval of Construction Payments - Motion by Fred Baily, seconded by Jane Behrens, that the new building construction obligations listed below be approved for payment and that the library bookkeeper be instructed to draw the necessary checks.

Vote:5 Yes, 0 No. Motion carried.

**GPL New Building Payment 3 August Work/September Payment**

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

Contract No 1 – General Construction, Hoosick Valley Contractors, Inc.

Application for Payment Dated 8/30/2018, in the amount of \$ 98,158.75

**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 8/20/2018, in the amount of \$ 10,000.00

Dente (Special Inspections)

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

Butler Rowland Mays (BRMA, Architectural Services)

Invoice Dated 8/20/2018, in the amount of \$ 2,614.20

Whiteman Osterman Hanna (Legal Services)

Invoice Dated 7/16/2018, in the amount of \$ 225.00

Other: Selective Insurance Company, Due Now

Invoice Dated 8/12/2018, in the amount of \$ 1,249.00

Other Selective Insurance Company, Balance of Premium

Invoice Dated 8/12/2018, in the amount of \$ 3,196.00

**Total to be paid from BAN funding \$ 17,284.20**

### **Unfinished Business**

GPS Contract - After discussion, motion by Jane Behrens and Seconded by Jim Hodsoll to table vote until Dave Meager peruses the contract to ensure library liability protection.

Vote 5 yes, 0 no Motion carried.

Rosie's Walk - Discussed encouraging participation

### **New Business**

NYS Retirement Payment Decision Fred Baily moved to direct the bookkeeper to pay the total 2019 NYS Retirement Annual contribution in the amount of \$7450. Second by Mary Lynn Kopper

Vote 5 yes, 0 no. Motion carried

Stop Payment on Lost Paycheck - After discussion, motion by Jane Behrens, seconded by Jim Hodsoll to table a vote until BSNB lets us know their policy regarding old checks.

Vote 5 yes, 0 no. Motion carried.

“Good Rules for Trustees” - A nice reminder of our responsibilities from Arlene Rhodes.

Selection of Exterior Colors for New Building - Presented by Deb Flint. A motion made by Jim Hodsoll to approve white for the trim and windows, second by Fred Baily.

Vote yes 5 no 0. Motion carried

Dave Meager, Insurance Agent - Announcement of his visit and annual review to the Board on Sept. 19, 2018.

Director Vacation Approval 9/4 - Jim Hodsoll moved to approve, second by Fred Baily.

Vote yes 5, no 0. Motion carried.

Pledges Due 9/14- a reminder to all that the last pledge payment is due Sept. 14, 2018.

Appointment of Santina Flores as Secretary of Board of Trustees effective Sept. 5, 2018 - Motion to appoint by Jane Behrens, seconded by Mary Lynn Kopper. Vote - 5 yes, 0 no. Motion carried.

Adjournment

Motion by Fred Baily, seconded by Jim Hodsoll to adjourn at 8:06 pm. Vote yes 5, No 0. Motion carried.

Respectfully submitted,  
Jane Behrens, Secretary Pro-tem