

Galway Public Library, Board Workshop Meeting

Wednesday, November 7, 2018

Attendees: Arlene Rhodes, Fred Baily, Jane Behrens, Santina Florio, Jim Hodsoll, Mary Lynn Kopper, Cate La Barre and Library Director Deb Flint

Meeting called to order by Arlene Rhodes at 6:35 pm

Public Comment

Oath of Office

Administered to Director Deb Flint by President Arlene Rhodes.

Ad Hoc Committees

New Building

Fund Development - Arlene Rhodes reports that Friends of the Library will use the current library address in order to register a PayPal account for the "Buy a Brick" fundraiser.

Financials

Approval of Bill Payments

Checking Register, General Fund - 10/20 - 10/23, 10/29 - 11/3, 11/3 - 11/5, 2018
New Library Checking Acct. - 11/1 - 11/23, 2018

Motion by Jim Hodsoll, seconded by Jane Behrens Yes 7, No 0. Motion carried.

Approval of Construction Payments

Motion by Fred Baily, seconded by Jim Hodsoll, that the new building construction obligations listed below be approved for payment and that the library bookkeeper be instructed to draw the necessary checks.

Yes 7, No 0. Motion carried.

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

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

Application for Payment Dated 11/2/2018, in the amount of \$ 199,921.32

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 11/3/2018, in the amount of \$ 33,577.75

Freemann Project Management (Clerk-of-the-Works services)

Invoice Dated 10/15/2018, in the amount of \$ 10,000.00

Dente (Special Inspections)

Invoice Dated 10/08/18, in the amount of \$ 2,338.55

Butler Rowland Mays (BRMA, Architectural Services)

Invoice Dated 10/17/2018, in the amount of \$ 4,215.60

Whiteman Osterman Hanna (Legal Services)

Invoice Dated 09/29/2018, in the amount of \$ 22.50

Other: __

Invoice Dated _____, in the amount of \$ __

Other __

Invoice Dated _____, in the amount of \$ __

Total to be paid from BAN funding \$ 50,154.40

Total For Billing Cycle \$ 250,075.72

Unfinished Business

GPS Contract

Motion by Jane Behrens, seconded by Fred Baily, to approve agreement with GPS, and direct Vice President Fred Baily to sign agreement.

Roll call vote - Yes 5, Abstain 2 - (Mary Lynn Kopper and Arlene Rhodes). Motion carried.

New Business

Sexual Harassment Policy

Motion to approve Anti-Harassment Policy by Cate La Barre, seconded by Jane Behrens.

Roll call vote - President Arlene Rhodes, Vice President Fred Baily, Jane Behrens, Santina Florio, Jim Hodsoll, Mary Lynn Kopper, Cate La Barre - All in favor, Motion carried.

Director Vacation Days - 11/30 & 12/1, 12/13, 12/27-12/29

Motion to approve by Jim Hodsoll, seconded by Jane Behrens. Yes 7, No 0. Motion carried.

Appoint Treasurer & Finance Officer

Motion to appoint Ann Rockwood as Treasurer for the library year July 1, 2018, through June 30, 2019, by Mary Lynn Kopper, seconded by Cate La Barre. Yes 6, Abstain 1 (Jim Hodsoll). Motion carried.

Motion to approve Jim Hodsoll as Finance Officer effective November 7, 2018, by Fred Baily, seconded by Mary Lynn Kopper. Yes 6, Abstain 1 (Jim Hodsoll). Motion carried.

Transfer of Operational Surplus to Capital

Motion by Jim Hodsoll, seconded by Fred Baily, to transfer \$40,000 in CapOne accounts from operating funds to capital funds. Yes 7, No 0. Motion carried.

Motion by Fred Baily, seconded by Jim Hodsoll, to approve Hoosick Valley Change Order #1-004 for \$9315.65, which includes additional paving and credit for siding trim, and direct Arlene Rhodes, President, to sign it. Yes 7, No 0. Motion carried.

Public Comment

Adjournment Motion by Jim Hodsoll, seconded by Jane Behrens, to adjourn meeting at 8:08 p.m. Yes 7, No 0. Motion carried.

Respectfully submitted,
Santina Florio, Secretary