

Galway Public Library, Board Workshop Meeting

Wednesday, January 9, 2019

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 6:31 pm

Public Comment

Ad Hoc Committees

New Building

Fund Development

Financials

Motion by Jim Hodsoll, seconded by Mary Lynn Kopper, to approve expenditures listed in the registers below:

General Fund: 12/21/2018 - 12/28/2018 and 1/1/2019 - 1/11/2019

Vote: Yes 7, No 0 - Motion carried.

Motion by Jane Behrens, seconded by Cate La Barre, to approve expenditures listed in the register below:

BSNB New Library: 1/1/2019 - 1/17/2019

Vote: Yes 7, No 0 - Motion carried.

Motion by Fred Baily, seconded by Jim Hodsoll, that the new-building construction obligations listed below be approved for payment, that the library bookkeeper be instructed to draw the necessary checks, and that the listed amounts be transferred from the noted accounts to the New Library BSNB checking account, to cover.

Vote: 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 12/27/2018 , in the amount of \$ 235,000.98

To be paid from GPL New-Library Savings and GPL Bond Anticipation Note (BAN) funding:

☒ Contract No 4 – Electrical, Current Electrical Systems, Inc. (See Note 1)

Application for Payment Dated 12/27/2018 , in the amount of \$ 55,841.00

By New-Library Savings \$ 18,048.25 By BAN \$ 37,792.75

To be paid from GPL Bond-Anticipation Note (BAN) Funding:

☒ Contract No 2 – Plumbing, Burniche Piping Inc.

Application for Payment Dated 12/27/2018 , in the amount of \$ 14,250.00

☒ Contract No 3 – Mechanical, Collins Mechanical LLC

Application for Payment Dated 12/27/2018 , in the amount of \$ 88,468.95

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

Invoice Dated 12/16/2018 , in the amount of \$ 10,000.00

☒ Dente (Special Inspections)

Invoice Dated 12/27/2018 , in the amount of \$ 552.90

☒ Butler Rowland Mays (BRMA, Architectural Services)

Invoice Dated 12/17/2018 , in the amount of \$ 5,188.40

☒ Whiteman Osterman Hanna (Legal Services)

Invoice Dated 12/20/2018 , in the amount of \$ 118.88

☐ Other: __

Invoice Dated __, in the amount of \$ __

☐ Other __

Invoice Dated __, in the amount of \$ __

Total to be paid from New-Library Savings \$ 18,048.25

Total to be paid from BAN funding \$ 156,371.88

Total For Billing Cycle \$ 409,421.11

1. Payment of \$18,048.25 from New-Library Savings brings total to date to \$100,000 of unencumbered funds, completing qualification for Tedisco/DASNY grant.

Unfinished Business

Sexual Harassment Policy Revision - Motion by Mary Lynn Kopper, seconded by Jane Behrens, to approve revisions to two sections: Local Protections and Contact the Local Police Department.

Vote: Yes 7, No 0 - Motion carried.

Draft Policy for Selling Community Books - Motion by Jim Hodsoll, seconded by Fred Baily, to approve the policy for non-profit organizations to sell publications to be added to the Building Use section of library policies as 04.07.

Vote: Yes 7, No 0 - Motion carried.

New Business

Minimum Wage Increase

Motion by Jane Behrens, seconded by Cate La Barre, to approve the proposal to increase wages of library employees according to the following schedule, retroactive to Dec. 31, 2018.

2019 increase: (.70 increase per person)

Subs: \$10.40 to \$11.10; Clerks: \$10.70 to \$11.40; Cleaner: \$12.00 to \$12.70;

Children's Services Lib. Asst: \$13.90 to \$14.60; Tech Lib Asst: \$15.00 to \$15.70;

Bookkeeper: \$15.00 to \$15.70; Director: \$23.20 to \$23.90.

Vote: Yes 7, No 0 - Motion carried.

Approve Hoosick Valley Change Order 1-005

Motion by Fred Baily, seconded by Jim Hodsoll to approve change order, and direct Arlene Rhodes, as President, to sign it.

Vote: Yes 7, No 0 - Motion carried.

Motion by Fred Baily, seconded by Jim Hodsoll, to approve the preliminary change order and ask the architect to continue on with the preparation of the final change order to add the ladder above the kitchen.

Vote: Yes 7, No 0 - Motion carried.

Security and Camera Recommendation

Motion by Fred Baily, seconded by Jim Hodsoll, to approve the Library Director to contact Doyle Security Systems to clarify price discrepancy in submitted quotes, and if apparent discrepancy has been resolved, the director will then be authorized to pick option 3 - listed as "Based on a Three-Year Monitoring with IP Camera System and Service Contract."

Vote: Yes 7, No 0 - Motion carried.

Propane Recommendation

Motion by Jane Behrens, seconded by Mary Lynn Kopper, to instruct Library Director to contact GA Bove to be the propane supplier at the new library.

Vote: Yes 7, No 0 - Motion carried.

Director Vacation Request 1/26/19

Motion by Fred Baily, seconded by Mary Lynn Kopper, to approve request by Library Director for vacation day.

Vote: Yes 7, No 0 - Motion carried.

Public Comment

Adjournment Motion by Jim Hodsoll, seconded by Jane Behrens, to adjourn meeting at 8:20 p.m.

Vote: Yes 7, No 0 - Motion carried.

Respectfully submitted,
Santina Florio, Secretary