

Galway Public Library Board Meeting

21 Feb 2018

Present: Arlene Rhodes, Mary Lynn Kopper, Kayla Dodds, Judy Knowlton, Fred Baily Director:
Deb Flint

Absent: Donna Erickson, Jane Behrens

Meeting called to order at 6:31 pm by Arlene Rhodes

Public Comment None

Minutes of Prior Meetings:

Motion by Fred Baily, seconded by Mary Lynn Kopper, to approve the minutes of the 11/17/2018 meeting.

VOTE: Yes 5 No 0 Motion carried.

Motion by Mary Lynn Kopper, seconded by Judy Knowlton, to approve the minutes of the 2/15/2018 meeting.

VOTE: Yes 5 No 0 Motion carried.

Treasurer's Report

Budget vs Actual and Financial Reports

Approval of Bill Payments, Receipts Log, Petty Cash Log

Motion by Judy Knowlton, seconded by Mary Lynn Kopper, to approve receipts log and payment of bills as shown on the general fund checking, new library checking and BSNB Online Transaction accounts as listed below.

VOTE: Yes 5 No 0 Motion carried.

- BSNB General Fund 1961, 1/22/2018 – 1/26/2018
- BSNB General Fund 1961, 1/30/2018 – 2/9/2018
- BSNB New Library 1546, 1/22/2018 - 1/22/2018
- BSNB New Library 1546, 2/1/2018 - 2/7/2018
- BSNB Online Trans 9118, 7/31/2017 – 2/5/2018
- Receipts Log, as of 2/20/2018

Director's Report

Correspondence Notice of SALS annual meeting, May 21.

Standing Committees

Buildings and Grounds

Finance - working on budget, aiming for approval in mid-March, next meeting March 1.

Personnel - Arlene will check on required timing for review of Director

Long-Range Plan

Public Relations - waiting for thoughts from BRMA

Ad Hoc Committees

New Building

- Interviews are scheduled for Clerk of the Works position; (unnamed) retired general contractor suggested.
- Charlton Town Board is asking for an update on our library. Arlene and Mary Lynn would be able to attend April meeting.
- We are waiting for information from Attorney Bob Schofield on when we can access bond money.
- Must run draft contract for Clerk of the Works past attorney
- Groundbreaking likely to move out to June, after some equipment is there

Fund Development

- Further meetings await return of Jane Behrens
- Many donations noted in memory of Tom Lanka

Unfinished Business

New Business

Resolution to Exceed Tax Cap

Motion by Mary Lynn Kopper, seconded by Fred Baily, to approve the Resolution to Exceed the Tax Cap

VOTE: Yes 5 No 0 Motion carried.

Signing of JA Library Agreement

Motion by Fred Baily, seconded by Judy Knowlton, to direct Arlene Rhodes as President to sign the JA Library Agreement.

VOTE: Yes 5 No 0 Motion carried.

Fund Development Letter & Brochure

Review of materials and decision to include the letter, donation form, return envelope and the brochure in mailing to all district residents. Mary Lynn and Arlene will meet with Sallie Way to discuss changes in the brochure format.

Library Advocacy Day (Feb 28)

The director and board members are unable to attend because of other commitments.

SALS Annual Meeting

All Board members are encouraged to attend.

Approval of Hiring of Marina Shlomovich (Cleaner)& Maria Goldsmith (Tech)

- Motion by Kayla Dodds, seconded by Mary Lynn Kopper, to approve the appointment of Maria Schlomovich to the position of Cleaner, effective 2/10/2018 at a pay rate of \$12/hour for an average of 3 hours per week.
VOTE: Yes 5 No 0 Motion carried.
- Motion by Judy Knowlton, seconded by Mary Lynn Kopper, to approve the Library Assistant job description.
VOTE: Yes 5 No 0 Motion carried.
- Motion by Mary Lynn Kopper, seconded by Kayla Dodds, to approve the appointment of Maria Goldsmith to the position of Library Assistant, effective 2/15/2018 at a pay rate of \$15/hour for an average of 8 hours per week.
VOTE: Yes 5 No 0 Motion carried.

Library Assistant Ruth Schaaf's Proposal/ Bags for Sale by Friends

The Board supports this project.

Director Vacation Request - 3/9/18 to 3/14/18

- Motion by Fred Baily, seconded by Mary Lynn Kopper, to approve the Director's request for vacation from 3/9/18 to 3/14/18.

Thank you Notes

- Board Secretary to write a thank you note to volunteer Lorie Urquhart for cleaning the library for 2 years.
- Board Secretary to write a thank you note to the Dockstader Charitable Trust for awarding a grant for the new library.

March 7 Board Meeting

Cancelled in view of the regular board meeting on March 21 and special meeting with architect on March 28.

SALS nominations for Program of the Year:

The Director will nominate the Galway Get-Together.

Public Comment None

Adjournment: Motion by Judy Knowlton, seconded by Mary Lynn Kopper, to adjourn at 8:26pm. Vote: Yes 5, No 0 Carried.

Respectfully submitted,

Kayla Sue Dodds