

Galway Public Library Board Meeting  
21 March 2018

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

*Meeting called to order at 6:37 pm by Arlene Rhodes*

**Public Comment** None

**Minutes of Prior Meetings:**

Motion by May Lynn Kopper, seconded by Judy Knowlton, to approve the minutes of the 2/21/2018 meeting.

VOTE: Yes 7 No 0 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 Kayla Dodds, to approve receipts log and payment of bills as shown on the general fund checking, new library checking and petty cash registers as listed below.

VOTE: Yes 7 No 0 Motion carried.

- BSNB General Fund 1961, 3/12/2018 - 3/23/2018
- BSNB General Fund 1961, 2/22/30/2018 - 2/23/2018
- BSNB General Fund 1961, 2/26/30/2018 - 2/26/2018
- BSNB General Fund 1961, 3/1/2018 - 3.10/2018
- BSNB New Library 1546, 3/1/2018 - 3/21/2018
- BSNB New Library 1546, 2/7/2018 - 2/26/2018
- BSNB New Library 1546, 2/26/2018 - 2/28/2018
- Petty Cash, 2/1/2018 - 2/28/2018
- Receipts Log, as of 3/19/2018

**Director's Report**

**Correspondence**

**Standing Committees**

Buildings and Grounds

Finance - next meeting first Thursday in April

Personnel

Long-Range Plan  
Public Relations - waiting on BRMA suggestion

### Ad Hoc Committees

New Building - Committee will meet to select the Clerk of the Works on Friday.  
Fund Development

### Unfinished Business

Fund Development Letter & Brochure - awaiting printing  
Visit Charlton Town Board, April 9 @ 7:30 - Arlene & Mary Lynn

### New Business

- Set Election Date - Tuesday, June 12  
Motion by Jane Behrens, seconded by Fred Baily, to approve Tuesday June 12 as the election date.  
VOTE: Yes 7 No 0 Motion carried.  
  
Motion by Judy Knowlton, second by Mary Lynn Kopper, to appoint Deb Flint as Clerk of the Election.  
VOTE: Yes 7 No 0 Motion carried.
- Budget Approval  
Motion by Fred Baily, seconded by Donna Erickson, to approve the proposed 2018-2019 budget, as recommended by the Finance Committee  
VOTE: Yes 7 No 0 Motion carried.
- Groundbreaking Ceremony Date  
Deb will propose June 30 to the architects as the groundbreaking ceremony date, with June 9 as a back-up proposal date.
- BSNB Account Payment  
Propose that Deb Flint check with accountant to see if it's acceptable for the Board to pre-approve monthly credit card

expenditures not to exceed, subject to subsequent post-approval of specific expenditures.

- Bulk Mailing Payment Request for Fund Drive Mailing

Motion by Kayla Dodds, seconded by Jane Behrens, to approve issuing of a check in an amount not to exceed \$750 for the bulk mailing of fund drive materials.

VOTE: Yes 7 No 0 Motion carried.

- Director's Request for a Vacation Day

Motion by Jane Behrens, seconded by Donna Erickson, to approve Deb Flint taking a vacation day on April 17.

Vote: Yes 7, No 0 Motion carried.

- Next Regular Meeting - April 18.

**Public Comment**

None

**Adjournment:** Motion by Judy Knowlton, seconded by Jane Behrens, to adjourn at 8:33pm.

Vote: Yes 7, No 0 Motion carried.

Respectfully submitted,

Kayla Sue Dodds