

Galway Public Library, Library Board Meeting
Wednesday, May 16, 2018

**Attendees: Arlene Rhodes, Fred Baily, Mary Lynn Kopper, Judy Knowlton,
Jane Behrens, Kayla Dodds, Library Director: Deb Flint**

Absent: Donna Erickson

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

Public Comment

Rich Horsch, project architect from BRMA, was present to answer questions about the awarding of contracts for the new library building.

He recommends adding to our contracts Alternate #2, millwork, from the start. Should consider a 2- or 3-line phone system in the future (possibly one dedicated for fax).

Minutes of Prior Meetings:

Motion by Mary Lynn Kopper, seconded by Judy Knowlton, to approve minutes of 3/28/2018 special meeting, with spelling correction to the name "Freemann".

VOTE: Yes 6 No 0. Motion Carried.

Motion by Judy Knowlton, seconded by Mary Lynn Kopper, to approve minutes of 4/18/2018 meeting.

VOTE: Yes 6 No 0. Motion Carried.

Treasurer's Report

Budget vs Actual and Financial Reports

Approval of Bill Payments, Receipts Log, Petty Cash Log

Motion by Jane Behrens, seconded by Judy Knowlton, to approve the receipts log and expenditures listed in the petty cash log, petty checking log, and checking registers as shown below:

- Checking Register, General Fund 1961, 5/13/2018 - 5/18/2018
- Checking Register, General Fund 1961, 5/7/2018 - 5/8/2018
- Checking Register, General Fund 1961, 4/23/2018 - 4/25/2018
- Checking Register, General Fund 1961, 4/30/2018 - 5/4/2018
- Checking Register, General Fund 1961, 4/23/2018 - 4/25/2018
- Checking Register, New Library 1961, 4/23/2018 - 4/25/2018
- Checking Register, New Library 1961, 4/30/2018 - 4/30/2018
- BSNB Petty Checking, 7712, 4/1/2018 - 4/30/2018
- BSNB Petty Cash, 7712, 4/1/2018 - 4/30/2018

- Receipts Log, 5/14/2018
VOTE: 6 Yes No 0. Motion Carried.

Director's Report

Correspondence

Standing Committees

Buildings and Grounds - need grounds raked and leaky faucet fixed

Finance - must determine where to safely store bond money

Personnel

Long-Range Plan

Public Relations - Groundbreaking Ceremony

Cookies: Mary Lynn, Judy, Kayla, Jane, Arlene

Discussion of who will receive hand-written invitations and who will be invited to participate with a shovel. Deb will prepare the final lists.

Arlene and Judy will provide a library presence at the Park on Memorial Day from 9-1. New library floor plan and bookmarks to advertise the groundbreaking ceremony

20th Anniversary of the Library on July 2 - Could display an existing banner. Deb will look for it.

Ad Hoc Committees

New Building

The concept of a roadside sign "Dockstader Building of the Galway Public Library" is acceptable to the Dockstader Trust. They also suggest some recognition inside the building, such as a large plaque.

Fred suggests a target of \$200,000 for the fund drive between now and a year from now, to cover the cost of furnishings, landscaping, AV equipment and contingencies.

Fund Development

Committee chairs of the Lions Rosie's Walk in September will recommend to their Board that the library be the community recipient of one third of the funds raised. The library will receive confirmation in early June.

Grant Committee

Unfinished Business

GPS Contract - still finalizing this

New Business

Friends' Book Sale in Library Backyard

Deb recommends keeping books not sold for another sale by the library in August, in conjunction with the town-wide garage sale.

Award New Building Contracts

Motion by Kayla Dodds, seconded by Jane Behrens, to accept BRM's 14 May Letter of Recommendation (attached to minutes) regarding the new building contract awards and to award the four contracts to the lowest bidders in the amounts shown in their letter: General Construction Work, Hoosick Valley Contractors of Melrose, NY; Plumbing Work, Burniche Piping, Inc. of Waterford, NY; Mechanical Work, Collins Mechanical, Inc. of Stillwater, NY; and Electrical Work, Current Electrical Systems, Inc. of Glenville, NY.

VOTE: Yes 6 No 0. Motion Carried.

Motion by Judy Knowlton, seconded by Fred Baily, to direct Deb Flint, Library Manager, to issue the letters of intent to the four contractors on library letterhead.

VOTE: Yes 6 No 0. Motion Carried.

Newsletter The Board reviewed the draft newsletter. Deb will arrange for distribution to the residents of the school district.

Transfer Funds from Operating to New Building Savings

Motion by Mary Lynn Kopper, seconded by Kayla Dodds, to move \$40,000 surplus from the operating funds to the new building funds. This represents a transfer of accumulated surplus funds over 3 years.

VOTE: Yes 6 No 0. Motion Carried

Request Release of Tax Money in October

Motion by Mary Lynn Kopper, seconded by Jane Behrens, to direct Fred Baily and Arlene Rhodes to meet with the school business manager, Frank Ferraro, to discuss the transfer of the library tax money in October instead of in November.

VOTE: Yes 6 No 0. Motion Carried

Director Personal and Vacation Days

Motion by Jane Behrens, seconded by Judy Knowlton, to grant the director a personal day tomorrow, and vacation days on June 22 and June 23.

VOTE: Yes 6 No 0. Motion Carried

Public Comment

Adjournment

Motion by Fred Baily, seconded by Jane Behrens, to adjourn at 8:50pm.

VOTE: Yes 6 No 0. Motion Carried.

Respectfully submitted,

Kayla Sue Dodds, Secretary