

**GALWAY PUBLIC LIBRARY BOARD MEETING  
6 SEPTEMBER, 2017**

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

**Absent:** Secretary Kayla Dodds

**Meeting Called to order by President Arlene Rhodes at 6:33 pm.**

**No Public Comment**

**Ad Hoc Committees**

**New Building: Report by Fred Baily:** Clarified one bill from Architects; all principal members of the firm will be paid at the same rate.

**Fund Development: Arlene:** The Board discussed changes needed in current capital campaign pledge form – Laura Sakala will revise and send to Director.

- Motion to approve the revised Capital Campaign Pledge Form by Jane, 2<sup>nd</sup> by Judy. Yes: 6, No: 0. **Carried.**
- Discussion on Brick campaign: Board believes that it remains an important component of fund drive for smaller or additional donors, would prefer it be a portion of a wall—outdoors because of wear through shoveling or traffic on walkway.
- Naming/donor recognition discussion remains unfinished - decision made to put all names and circumstances in one specific place, rather than on items which might, in future, have their use changed or removed.
- Jane reported that the grants committee has submitted some applications and are working on others.

**Financials:**

- Motion by Judy Knowlton, seconded by Jane Behrens, to approve payments/receipts for:
  - Operating account check registers for 8/23-8/25, 8/28-8/28, 8/29-8/30, 9/05-9/08 and the new library check register for 8/01-9/05. Yes: 6, No, 0. **Carried.**

**UNFINISHED BUSINESS**

- **Reminder by President Rhodes that all pledge payments are due Sept. 14<sup>th</sup>.**
- **Vacation/Sick Time for Bookkeeper and PR Clerk:**  
Motion by Jane Behrens and second by Mary Lynn Kopper to revise the Personnel Policy Section Leaves,  
C. Vacation 1. to read “Salaried and regularly scheduled non-exempt employees, including the  
bookkeeper and public relations clerk positions, are eligible for and will accrue vacation time.....”  
And also  
D. Sick Leave 1. To read “Salaried and regularly scheduled non-exempt employees, including the  
bookkeeper and public relations positions, shall be allotted a maximum of the equivalent of one week  
.....” Yes: 6, No: 0 **Carried.**

### **NEW BUSINESS**

- **The Mini-Grant Program for capacity building was discussed** – Director feels we should apply for that program and someone should attend the instructive meeting. Jane, Arlene and Donna will each participate with or without Director, dependent on her schedule. Mary Lynn made a motion that we participate insofar as we are able, 2<sup>nd</sup> by Donna. 6 approved, 0 opposed. **Carried.**
- **CFO position** still under discussion.

Motion by Jane to adjourn, 2<sup>nd</sup> by Judy. Yes: 6, No:0 **Carried.** Meeting adjourned at 7:50 pm.

Respectfully Submitted,

M. L. Kopper, Secretary Pro-Tem