

Friends of the Galway Public Library Minutes  
April 19, 2016  
Galway Town Hall

Present: Bill Bateman, Kristen Anuszewski, Amanda Ferraro, Sharyn Kalinkewicz,  
Linda Jackowski ,Laura Sakala, Barbara Bolton, Barb McKean, Liz Vandenberg  
Absent: Ardeth Deay

The meeting was called to order by Amanda.

SECRETARY'S REPORT

A motion made and seconded to accept the February minutes as corrected. Passed.

TREASURERS REPORT:

- Will stay with Adirondack Trust until September to avoid a fee, then will transition to Jankowski
- Bonding is good for only up to \$25, 000 for \$181.00 charge. At \$30,000 an audit is required. In September Preferred Mutual will charge \$871.00 due to large number of members. Can change to Erie, which charges \$613.00 for the same coverage
- There are currently 113 active members compared to 108 last year.
- Donations are down to \$735.00 since the end of March
- Otterbox responded to Sharyn's inquiry, stating that they cannot fulfill our request for a donation due to the high amount of requests that they receive.
- Four spots will be reserved in the park for Memorial Day. Sharyn will bring a check to the next meeting for starting cash for the wine tasting and the book sale.

LIBRARY LIASION

- Board of Trustees report given
- News letter to go out soon to the community
- Director search continues. Interviews are being held at this time.
- Neil Goes resigned in April. Now there are 2 open seats.
- ½ Day retreat to be scheduled to discuss future plans for the library

OLD BUSINESS

- Post cards (suggestions for changes). This will be tabled until the end of the year. Bill agrees to print and cut cards
- Memorial Day book sale:

No church tables available. Bill proposed purchasing 10 tables at \$40/table and a 14x19 Tent. Tent price will not exceed \$250.00. Bill will research tents and send a link to the Friends for a vote. Amanda questioned how many tables we will need for events. Bill states we will bring 4 tables to the Memorial Day event and at least 1 table needs to be replaced due to being unsafe. The book sale will use a total of 6 tables. Barb moves that 6 folding plastic tables (30"x6') for \$40 or less/table be purchased. Sharyn seconds this and all are in favor. Tables will be stored in the storage area behind the library. Deb Flint would like the storage shed evaluated and organized by Bill. After this, there may be more storage space. Kristen will reach out to honor society and sports teams to determine if they are available to assist with moving books before and after sale:

Sunday @ 4:00 – Library to vehicles/trailers

Monday @7:30-9:00 – Vehicles/trailers to park and set up

2<sup>nd</sup> shift: 9:00-10:30  
3<sup>rd</sup> shift: 10:30-12:00  
4<sup>th</sup> shift: 12:00-1:30 (and cleanup)

Amanda can do Monday morning s/u

Discussion needed to notify members that they need to help or there will be no more book sales.  
Need to have more personal communication to increase member participation with events  
Sharyn will send a list to Friends to divvy up calls to request assistance from members  
Dusty's trailer and Jon's truck: Bill will call Dusty and Jon to determine if these are available.  
Additionally, Bill will call Mike to see if anything has changed with respect to book disposal.

- Liz: Information on audit of financials. Reports she reviewed documents: do not refer to external audit prefers. Financial operations assessment: She recommends an in-house audit. Liz is willing to demonstrate her recommendation of best practice. There are currently holes in policies: what policies should be addressed to ensure future board members hold our values? Recommended policies for: official job responsibilities to be listed, deposits made within 72 hours of receipt, s/u standards, review projections monthly. An independent audit will cost between \$5,000-\$20,000. Liz is willing to review this information at another meeting. This will likely take one hour. Inquired if we can borrow a projector from the library, or would handouts be better. This will take place May 17<sup>th</sup> at 7:45 PM. An independent review audit would cost between \$500.00-\$2,500.00 if policies are in good order. Liz will Email Sharyn.

- Wine Tasting Barb M. requests letterhead. Amanda will scan and email to both Barbs  
Ticket size questioned. Should size be increased to post-card-size? Bill will work on that.

Fliers will come with the tickets. Auction (Barb M.): reviewed people who offered to donate items. She will contact potential donors. Barb Bolton will go to Saratoga to ask for donations. Sharyn will donate a wine bottle hummingbird feeder and a bracelet. Ring toss game suggested by Sharyn, Amanda suggests Friends each donate a bottle of wine and ask vendors to donate a bottle. Bill will ask Rick about vendor donation. Barb B. would like tax exempt ID#. Amanda will provide her with this. Bill will string lights over items, have large posters made up for advertising purposes. He suggests making sandwich boards to wear at the parade while walking up/down the street selling tickets. Raffle tickets will be 12 for \$10.00

### NEW BUSINESS

- New board member list will be added in the library newsletter.
- Request help from community for events. Amanda drafted a plea for assistance and volunteers that will be submitted for placement in the letter. Sign-up sheet at events for future events
- Building and grounds committee (Bill, Deb, Jon, Amy David) is short staffed and needs help. Maybe companies can be found to perform work pro bono (i.e. Eagle scouts, BOCES): Improvements needed: paint trim and snow fence; clean up to get rid of stuff, especially out back; need for planning/organizing for Garden club cleanup day. Amanda will get bags to be left on county roads for pick up
- Chick hatch in May has been approved, as per Barb B.

Meeting adjourned.

Respectfully submitted,

Kristen Anuszewski, Secretary pro tem