

**Galway Public Library, Combined Library Board/Workshop Meeting
Thursday, February 7, 2019**

Attendees: Arlene Rhodes, Fred Baily, Santina Florio, Jim Hodsoll, Mary Lynn Kopper, Cate La Barre and Library Director Deb Flint. Absent: Jane Behrens

Meeting called to order by Arlene Rhodes at 6:32 pm

Public Comment

Minutes of Prior Meetings:

12/18/18 - Motion by Jim Hodsoll, second by Mary Lynn Kopper.

Vote: Yes 6, No 0 - Motion carried.

1/9/19 - Motion by Jim Hodsoll, second by Fred Baily.

Vote: Yes 6, No 0 - Motion carried.

Financials

Motion by Cate La Barre, second by Mary Lynn Kopper, to approve expenditures listed in the registers below:

General Fund: 1/14/2019 - 1/15/2019 and 1/22/2019 - 1/25/2019
and 1/29/2019 - 2/8/2019

Operating Grant: 1/1/2019 - 1/15/2019

Petty Cash Register: December 2018

Receipts Log: 1/19/2019

Vote: Yes 6, No 0 - Motion carried.

Motion by Fred Baily, second by Jim Hodsoll, that the new-building construction obligations listed below be approved for payment, that the library bookkeeper be instructed to draw the necessary checks, and that the listed amounts be transferred from the noted accounts to the New Library BSNB checking account, to cover.

Vote: Yes 6, No 0 - Motion carried.

GPL New Building Payment 8: January 2019 Work/February 2019 Payment FGB 2/4/2019 Rev 2/5/2019

To be paid from Dockstader Charitable Trust (DCT) funding & GPL New-Library Savings

- Contract No 1 – General Construction, Hoosick Valley Contractors, Inc.
Application for Payment Dated 2/1/2019, in the amount of \$ 124,863.56
By DCT \$ 28,899.04 By New-Library Savings \$ 95,964.52 (See Note 1)

To be paid from GPL Bond Anticipation Note (BAN) funding:

- Contract No 2 – Plumbing, Burniche Piping Inc.
Application for Payment Dated __, in the amount of \$ __
- Contract No 3 – Mechanical, Collins Mechanical LLC
Application for Payment Dated 1/31/2019, in the amount of \$ 48,279.00
- Contract No 4 – Electrical, Current Electrical Systems, Inc.
Application for Payment Dated 1/31/2019, in the amount of \$ 44,080.00
- Freemann Project Management (Clerk-of-the-Works services)
Invoice Dated 1/12/2019, in the amount of \$ 10,000.00
- Dente (Special Inspections)
Invoice Dated __, in the amount of \$ __
- Butler Rowland Mays (BRMA, Architectural Services)
Invoice Dated 1/17/2019, in the amount of \$ 7702.10
- Whiteman Osterman Hanna (Legal Services)
Invoice Dated 1/31/2019, in the amount of \$ 45.00
- Other: National Grid for New Building__
Invoice Dated 1/7/2019, in the amount of \$ 382.91 Arrived late, paid last month from N-L checking, but BAN not yet debited. To be transferred to N-L Checking now.
- Other: National Grid for New Building (This bill arrived late, leading to this revision)
Invoice Received 2/5/2019, in the amount of \$ 608.16
- Other __
Invoice Dated __, in the amount of \$ __

Total to be paid from New-Library Savings \$ 95,964.52 **Transfer to N-L Checking \$ 95,964.52**

Total to be paid from BAN funding \$ 110,714.26 **Transfer to N-L Checking \$ 111,097.17**

Payment by DCT \$ 28,899.04

Total Paid For Billing Cycle \$ 235,577.82

Total Transfer \$ 207,061.69

1. Payment of \$28,899.04 by DCT completes initial commitment of \$775,000 until receipt of Certificate of Occupancy. Contract 1 will continue to be paid from N-L Savings until total of \$1,010,000 is reached, completing qualification for 2017/2018 and 2018/2019 DLD Grants. --

Director's Report

Correspondence

Standing Committees

Buildings and Grounds

Finance

Personnel

Long-Range Plan

Public Relations

Ad Hoc Committees

New Building

Fund Development

Grant Committee

Unfinished Business

Donor Recognition Decision

Outdoor Sign

Moving Plans

Advocacy Day - Feb. 27

Security and Camera Contract Signature

New Business

Senior Clerk Proposal & Correction of Senior Clerk Description

Motion by Mary Lynn Kopper, second by Fred Baily, to approve the Director's request to reclassify the appointment of Sarah Best and Meghan Center to the position of Senior Clerk effective as of the next pay period, at a rate of \$12.70 per hour. Sarah will continue to work an average of 16 hours per week, and Meghan will continue to work an average of 10 hours per week. This reclassification is subject to a 90-day probationary review that will be performed in April 2019.

Vote: Yes 6, No 0 - Motion carried.

Motion by Jim Hodsoll, second by Mary Lynn Kopper, to revise the title of the Senior Library Clerk position to read Senior Clerk.

Vote: Yes 6, No 0 - Motion carried.

Director Vacation Request

Motion by Cate La Barre, second by Santina Florio, to approve Director's vacation request for 1/25/19 & 1/28/19.

Vote: Yes 6, No 0 - Motion carried.

Set Election Date for June

Motion by Fred Baily, second by Jim Hodsoll, to approve Wednesday, June 12, 2019, for annual library election.

Vote: Yes 6, No 0 - Motion carried.

Approve Hoosick Valley Change Order 1-006

Motion by Cate La Barre, second by Mary Lynn Kopper, to provide access to upper attic space over the kitchen galley.

Vote: Yes 6, No 0 - Motion carried.

Story Quilt CD Renewal

Motion by Jim Hodsoll, second by Mary Lynn Kopper, not to rollover CD upon maturity, but instead deposit funds into the Story Quilt checking account.

Policy for Story Quilt Use Requests

Public Comment

Adjournment Motion by Jim Hodsoll, second by Cate La Barre, to adjourn meeting at 9:21 p.m. Vote: Yes 6, No 0 - Motion carried.

Respectfully submitted,
Santina Florio, Secretary