

GALWAY PUBLIC LIBRARY

Board of Trustees Meeting,

April 20, 2017

PRESENT: Arlene Rhodes, Fred Baily, Donna Erikson, Phyllis Keeler, Judy Knowlton, Mary Lynn Kopper, Director Debra Flint.

Meeting Opened by President Arlene Rhodes at 6:31

No Public Comment:

Minutes of prior Meetings:

- Minutes of March 16: Motion to approve by Donna, 2nd by Fred. In Favor: 6, Opposed: 0. CARRIED.
- Minutes of March 20th: Addition: Approval of Library Budget for 2017-2018: Motion made by Fred Baily, Phyllis Keeler 2nd. In Favor: 6, Opposed: 0. CARRIED.
- Additional Correction: The “Galway Pubic Library Resolution: Election Proposition” was Proposed by Fred Baily, 2nd by Judy Knowlton. In favor: 6, Opposed: 0. CARRIED. Both propositions are filed with minutes.
- Corrections as noted above to Minutes of March 20th approved with motion by Phyllis Keeler, 2nd by Fred Baily. 6 in favor, 0 Opposed. CARRIED.
- Additions to minutes of April 6. Bill Registers that were approved on the April 6, ‘17 financials covered 3-19 through 3-25, General checking; 1-1-17 through 3-25-17, New Library Checking; March 21 through March 25 – ‘17 General Checking and April 1 – April 7, General Checking.
Motion to approve April 6 minutes with revisions made by Judy Knowlton and 2nd by Mary Lynn Kopper - 6 approved, 0 opposed. CARRIED.

Financials/ Treasurer’s Report:

Motion by Fred Baily and 2nd by Judy Knowlton to approve the payment of bills listed on the check registers for 4/8 to 4/11 and 4/17 to 4/21 and also to approve the Receipts Log of 4/17, Petty Cash Log of 1/1 to 4/17 and Petty Checking Log of 1/1 to 4/17. In favor: 6, Opposed, 0. CARRIED.

Director’s Report: Deb Flint

- School has approved our Resolution for the Referendum and the date is approved for election on June 14. Legal ad has been sent to two papers, and our legal ad (as requested by school lawyers) will go out on 4/21 for publication on 4/28.
- The 2017 Seed Challenge Grant: Progress: “The Galway Get Together” website is nearly ready to go live. Facebook page is getting traffic and positive feedback. Seems to be generating positive feedback about the library promotion of businesses and organizations in Galway.
- Received grant of \$300 from Lions Club and purchased 50 large print books.
- Community Information meetings are scheduled for May 3 at 7 p.m., May 6 at 11 a.m., both at Galway Town Hall, and May 10th at Providence Town Hall.
- Circulation Numbers and Class Participation Numbers continue to climb. Report filed with Minutes.

Friends of Library Report: No Representative Present. Mary Lynn and Judy reported that joint meeting went well-especially when we talked about the growth of library -- relative to the size not changing during that period. Good idea to have a more casual get-together. Would like to repeat it somehow for next joint meeting.

Correspondence: Director indicated that she had received one note from a patron asking why we were not moving to the fire hall. She will respond.

Standing Committees:

Building and Grounds:

Donna reported that she is anxious to restart work on the front wall and garden, and there are a few items she will review with Bill Bateman.

Finance:

- Fred Baily reported that the Finance Committee has met: recommends that we approve Anne as Treasurer; we have \$25,000 of insurance liability coverage acting as a bond for employees who write checks – and double signing for all checks. Insurance Agent felt, and Fred agrees, that is enough until after referendum when larger amounts start flowing in. Committee will revisit it again at that time.
- We need to examine the Treasurer job description in our current bylaws before we consider the appointment of Anne Rockwood to the position. Director will pull the materials for review by Finance Committee before bringing to Board.

Personnel: Reviewed evaluation form for Library Director - Personnel Committee will meet next week on date to be determined to conclude evaluation . Board Members asked to return questionnaire to Arlene by Wednesday so that their opinions can be compiled prior to committee meeting.

Long Range Plan: Mary Lynn and Judy working on soliciting community committee members.

Public Relations: Discussion concerning the mailing of the town newsletter – content and printing – Can we go for color – and is it a necessity – or would a colored stock with black and white text and photos be adequate?

Ad Hoc Committees:

New Building

- Paul Mays will not attend community meetings.
- New Building Committee met with Architect on April 13. Next Meeting will be dependent on referendum results, tentatively set for June 20. Any contract prepared by the architect will need to be reviewed by Attorney, Ben Gailey.

Unfinished Business:

Community Meetings: Discussion of content of power point program for meetings. Fred has volunteered to prepare the program. Arlene will help. She will present information at program.

Election preparation: Work is proceeding well; Deb is working with Linda Casatelli, School District Clerk. Legal notices, newsletter, sign in front of library? Handouts at Memorial Day. **Budget Info. Meeting scheduled for June 7 at 7 p.m.**

Adjournment: Motion made by Judy Knowlton to adjourn. 2nd by Fred Baily. 6 in favor - 0 opposed. CARRIED. Meeting adjourned at 8:31 pm.

Mary Lynn Kopper, Secretary