

Galway Public Library Board Meeting

16 August 2017

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

Meeting called to order at 6:35 pm by Arlene Rhodes

Public Comment

- Barbara Germain – How Johnstown Library handled Pledges/Funds
They used donation forms, thank you cards signed and listing dollar amount doubled as receipts. Donation handling – data added to software ledger, photocopied all checks, deposit slips, cash receipts, pledge cards, event info (ie. Baseball raffle), for whom any memorials were made, and Capital Building Fund account deposits and expenses were attached to Board minutes. Deposits made by Director, not Treasurer, for speed of deposit. Sent out monthly or quarterly pledge reminders for second and third payments. Donations listed as Gift/Memorial or Pledge Payment. Plaques were 4", 6", 8" or 12" square, based on dollar amount, Plaques included events and grants, and were put up after first payment of a pledge was made. Plaques located together in a central location, such as the lobby encouraged further donations. Plaques could list the dedication areas. Publicity photo in paper for unexpected funds, such as students forming a penny fund.

Minutes of Prior Meetings:

- Motion by Judy Knowlton, seconded by Mary Lynn Kopper, to accept the minutes of meetings held on 7/19 *Vote: Yes 8 No 0 Carried*
- Motion by Fred Baily, seconded by Judy Knowlton, to accept minutes of meeting held on 8/02.. *Vote: Yes 8 No 0 Carried*

Treasurer's Report

- Budget vs Actual and Financial Reports
- Motion by Jane Behrens, seconded by Mary Lynn Kopper, to approve payments/ receipts for:

- Checking Account Registers from 8/08 - 8/08, 8/11- 8/11, and 8/14 - 8/15.
 - Receipts log of 8/14
 - Petty Cash log from 7/01-7/31
 - Petty Checking Register from 7/01-7/31
 - Story Quilt Checking Register from 7/01 – 8/15
 - New Library Checking Register from 7/01 - 7/31
- Vote: Yes 8 No 0 Carried

- Review of:
 - Deposit Detail, Balance Sheet, and Profit/Loss reports

Director's Report

- New credit card at Ballston Spa National Bank. Old debit card destroyed.

Correspondence

- Dockstader Trust Extension – agreement for extension of date
- Thank You from Florio, with donation
- NYS Family Leave – by law we are not required to have a policy for this.

Standing Committees

- Buildings and Grounds
- Finance & Claims, next meeting Sep 7
- Personnel
- Long-Range Plan, many suggestions made, next meeting Oct 16
- Public Relations

Ad Hoc Committees

- New Building,
 - Construction Manager and Clerk of the Works discussion
- Fund Development
 - Board in favor of brick campaign, flyer for expected high donors., and recognition of in-kind donations.
 - The Board agrees that the Fund Development Committee can create and move forward with the high donor list, without consulting the Board regarding specific names.

Unfinished Business

- Status Story Quilt Transfer of Money to a 6-month CD
- Motion by Jane Behrens, seconded by Mary Lynn Kopper, to add paid vacation and sick time for the Bookkeeper and PR Clerk to the Personnel Policy. Vote: Yes 8 No 0 Carried Vote: Yes 8 No 0 Carried

New Business

- Motion by Kayla Dodds, seconded by Judy Knowlton, to approve the Case Statement with the removal of page 5 and addition of the building façade on the cover page. Vote: Yes 8 No 0 Carried

Public Comment

- Eric Roy of the Dockstader Trust was present to discuss the Library application for Trust funds.

Motion by Judy Knowlton, seconded by Jane Behrens to adjourn at 9:47pm.
Vote: Yes 8, No 0. Carried.

Respectfully submitted,

Kayla Dodds, Secretary, Board of Trustees