

Galway Public Library Board Meeting

19 July 2017

Present: Mary Lynn Kopper, Arlene Rhodes, Jane Behrens, Kayla Dodds, Fred Baily, Judy Knowlton, and Director: Deb Flint.,

Absent: Donna Erickson

Meeting called to order at 6:34pm by Arlene Rhodes

Public Comment

None

Minutes of Prior Meetings:

Motion by Judy Knowlton to accept minutes of 15 June 2017 meeting, seconded by Jane Behrens. Carried. Vote: Yes 6 No 0

Motion by Jane Behrens to accept minutes of 5 July 2017 meeting, seconded by Kayla Dodds. Carried. Vote: Yes 6 No 0

Treasurer's Report

Budget vs Actual and Financial Reports

Approval of Bill Payments, Receipts Log,

Motion by Mary Lynn Kopper to approve checks per check registers for July 6-12, 14-15, and 15-17, and to accept receipts log for June 22-July 12, seconded by Jane Behrens. Carried. Vote: Yes 6 No 0

Director's Report

Discussion on size and placement of Playful Clay creation for Library.

Change wording regarding the late summer library celebration from “to thank the community for voting yes” to just “to celebrate passage of this milestone”.

Friends of the Library Report

Remove this item from future agendas unless someone wants to attend these meetings. Held 3rd Tuesday at Galway Town Hall.

Correspondence

AKW Consulting is requesting to be considered for the clerk of the works. File their request for possible future reference.

We should be continually informing politicians and potential large donors of the library status.

Standing Committees

Buildings and Grounds

Lightbulbs changed.

Finance & Claims

Next Finance meeting at 5:30 on August 2. No meeting held in July.

Personnel

No action

Long-Range Plan

Wanted 5 – 10 people from the community to contribute to this.

Public Relations

Next meeting this coming Monday, July 24, at 5:30 - planning for the late summer celebration.

Ad Hoc Committees

New Building

- Met with architect this morning. Conceptual floor plan, then software program added walls and windows for visual effect. Draft contract for board approval delayed until next meeting.

- Never got to the NYS Construction Grant in today's meeting. Must move forward on this so as to meet deadline.
- National Garden Club – will any part of the grounds be available to be planted by May 2019?
- Naming opportunities – Arlene Rhodes requesting feedback from architect. Any benches? New & Popular Book Area naming already taken. Must know how many naming opportunities of each type will be available. Board members to comment this week on proposed giving amounts and opportunities.
- Question about multi-purpose room: Preservation Society would like to use part of this.
- Fred Baily will serve as contact person with Attorney. He will contact Shannon Shine to get bonding information.

Fund Development

- Reduction of furnishing costs, reduces fund drive goal from \$450,000 to \$350,000!
- First payment on pledges is due September 14. Checks to be made out to Galway Public Library, New Building Fund.
- Next meeting August 7. Must decide on donation form format.

Unfinished Business

None.

New Business

Committee Appointments

Officially add Deb Flint to the New Building Committee. Motion by Fred Baily to approve committee appointments, 2017-2018, with above addition, seconded by Judy Knowlton, Carried . Vote: Yes 6, No 0. (List of appointments is attached to the minutes.)

Extension of Dockstader Grant

Motion made by Mary Lynn Kopper to direct Deb Flint to send the extension request of the terms of agreement for the grant awarded for the

purchase of the new property, contract number 2013-16, seconded by Jane Behrens. Carried. Vote: Yes 6, No 0.

Application for Dockstader Grant

Motion by Fred Baily to direct Deb Flint to send the application to the Dockstader Trust for a grant for the construction of the new library building, seconded by Mary Lynn Kopper. Carried. Vote: Yes 6, No 0.

Personnel Policy

Bookkeeper Anne Rockwood's request for vacation time. Suggestion to raise her salary instead. Deb Flint will calculate what we can afford. Deb will discuss this with Anne.

Sick time policy for regularly scheduled employees

Revise the first sentence of Section 02.04, D.1 Sick Leave (“**Salaried exempt employees shall be allotted a maximum of the equivalent of one week of sick leave per year.**”) to read “**Only salaried exempt employees and regularly scheduled non-exempt employees shall be allotted a maximum of the equivalent of one week of sick leave per year.**” Motion to approve above revision by Jane Behrens, seconded by Judy Knowlton. Carried. Vote: Yes 6 No 0

Retirement System hour recording

“For the purpose of accounting for hours in the NYS retirement system, the standard workday for the library director and clerks is 6 hours.” Motion to approve above practice by Mary Lynn Kopper, seconded by Judy Knowlton. Carried. Vote: Yes 6 No 0.

Approval of Deb Flint's requested vacation days

Motion to approve Director's vacation request for August 4,5,17,18,19 by Mary Lynn Kopper, seconded by Jane Behrens. Carried. Vote: Yes 6 No 0.

Public Comment

None

Motion to adjourn at 8:21 by Fred Baily, seconded by Jane Behrens. Carried.
Vote: Yes 6 No 0.

Respectfully submitted,

Kayla Dodds, Secretary, Board of Trustees