

**Galway Public Library**  
**Board of Trustees Meeting:**  
Thursday, March 16<sup>th</sup>, 2017

**Attendance:** Arlene Rhodes, Fred Baily, Phyllis Keeler, Judy Knowlton, Director Deb Flint, Mary Lynn Kopper. Absent: Donna Erikson

**Meeting Opened:** 6:36

**Minutes of Prior Meetings:** Motion was made by Fred Baily and 2<sup>nd</sup> by Phyllis Keeler to approve Minutes of March 2, 2017 - 6 – approve, 0 – disapprove. Motion was CARRIED.  
Motion made by Phyllis to approve the minutes of February 16. 2<sup>nd</sup> by Fred. 6 approve, 0 disapprove. CARRIED.

**Treasurer's Report:** Fred once again questioned the report. Deb replied that Treasurer is attempting to work out with Quick Books what he wants displayed, but has not been able to do so to this point. Discussion followed. Deb will work with Anne on the addition of the formatting that he would prefer.

- On the 2<sup>nd</sup> sheet of Profit and Loss statements: The maintenance fee on the second page did indeed include the funding for the new sidewalk. She will redo the application of grant funds in the future budget reports.
- In the Balance Sheet under Bill Payment, Check Request marked 3-6 – 3-10, one check was voided because of an error in printing.. It was noted that it was redrawn.
- Receipts Log indication some donations were being made to Capital Fund.
- After some discussion, that and the Petty Cash Log were moved for approval by Fred, 2<sup>nd</sup> by Phyllis..6 – approved, 0 disapproved. CARRIED.
- Agreeing that showing the Capital Gain Sheet every month makes it difficult for Anne to produce. 2 / 21 –through 3/9 and 3/1 through 3/12 were approved by Fred and 2<sup>nd</sup> by Phyllis. CARRIED.
- Arlene would still like to know expenses for the New Building accounts on a monthly and cumulative basis. Discussion followed.

**Directors Report:** Good to see circulation rising again.

- Director explained her rationale for new staff and the review process.
- Board voted to approve Letter to Linda Casatelli requesting the Referendum Proposition, but we need to change the date. Under new business.

**No Report from Friends.**

**No Correspondence.**

**Standing Committees:**

- **Building and Grounds (Heard from Fred already)**
- **Finance and Claims: Next Finance Meeting soon.**
- **Personnel:** Evaluations coming up soon – including our evaluation of Director.
- **Long Range Plan:** Judy and Mary Lynn will have list of names who wish to participate in new community evaluation committee at the next meeting for review by Board.
- **Public Relations:** Judy is scheduling community meetings that she , Mary Lynn and Arlene will visit: Seniors are set for June - others coming sooner.  
Expecting materials from Architect – and working on securing equipment for photos for meetings.

**Ad-Hoc Commttees:**

- **New Building – Posting of new designs:** Meeting will be on May 3 at 6 p.m.
- **Do we want Paul May to run meetings?** Discussion followed.

### Unfinished Business:

- **Future Legal Advice:** Have not located appropriate person as yet. Still working on it.
- **Treasurer:** Discussion over the possibility of appointing Anne Rockwood as Treasurer.
- **Community Meetings:** Being Scheduled.

### New Business:

- **Board approved the Joint Automation Agreement with SALS**
- **Approved the appointment of Rebekah Ashman to Clerk at \$10 per hour effective March 8, 2017, at an average of 10.5 hours per week.**
- **Approve hiring of Technology Consultant for Galway Get Together Site and an Outreach Coordinator for the same program.** (Mary Cuffe-Perez, Outreach Coordinator \$12 per hour and 270 total hours for a total not to exceed \$3240.00 effective 3/13/2017 to 12/31/2017, and Sarah Pellerin as Technology Consultant for the online presence of the Galway Get Together effective 3-8-2017 until 12-31-2017 at a pay rate of \$15. per hour.)
- *Approve the Proposal to Purchase two new public use PCs without Monitors and one laptop for staff use, in addition a new barcode scanner for staff use. Total of items is \$2022, which is within the budget for equipment.*
- After some discussion, motion was made by Fred Baily, 2<sup>nd</sup> by Phyllis Keeler, to approve the Budget for the coming year. Director will proceed with the school process to include it with the Referendum on the vote day in June.

No Public Comment

M.L. Kopper moved to adjourn the meeting; 2<sup>nd</sup> by Judy Knowlton.  
6<sup>th</sup> approve, 0 disapprove. CARRIED.

Meeting adjourned at 8:23

Mary Lynn Kopper, Secretary.