

## Galway Public Library Board Meeting

20 September 2017

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

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

### **Public Comment**

#### **Minutes of Prior Meetings:**

Motion by Mary Lynn Kopper, seconded by Donna Erickson to accept the minutes of meeting held on 8/16/17.

Vote: Yes 8, No 0, Carried

Motion by Jane Behrens, seconded by Judy Knowlton to accept the minutes of meeting held on 8/28/17.

Vote: Yes 8, No 0, Carried

Motion by Jane Behrens, seconded by Mary Lynn Kopper to accept the minutes of meeting held on 9/6/17.

Vote: Yes 8, No 0, Carried

### **Treasurer's Report**

Budget vs Actual and Financial Reports

Approval of Bill Payments, Receipts Log, Petty Cash Log

Motion by Kayla Dodds, seconded by Judy Knowlton, to approve payments/receipts for:

- Check register, 9/13-9/22
- Check register, 9/18-9/18
- Check register 6/12-9/07
- Petty Cash register, 8/01-8/31
- Check register, 9/08-9/11
- Check register, 9/09-9/12
- Check register 8/01-9/05
- Receipts Log, 8/15-8/30

Vote: Yes 8, No 0, Carried

Motion by Fred Baily, seconded by Judy Knowlton that the bookkeeper be instructed to maintain a balance in the new library checking account between \$20K and \$40K.

Vote: Yes 8, No 0, Carried

## **Director's Report**

### **Correspondence**

Dockstader Trust sent a letter stating that they will provide additional funds for new library building fund.

FoGPL Letter

Insurance Dividend Letter

### **Standing Committees**

Buildings and Grounds: *need to find someone to take care of fallen leaves.*

Finance & Claims: *Suggest withholding 5% from contractors each bill, until work has been determined to be satisfactory. Arlene Rhodes will abstain from any vote regarding the Dockstader Trust. Board in favor of funds being released for reimbursement of invoices. Board in favor of language for new library sign similar to "Dockstader Building of the Galway Public Library".*

Personnel

Long-Range Plan: *next meeting Oct 16.*

Public Relations: *Possible Story Fest in October.*

### **Ad Hoc Committees**

New Building: *Discussion of deferring some items until after Certificate of Occupancy. Could hire a project manager just a few weeks before construction starts.*

Fund Development: *next meeting second week in October. Three grant applications initiated.*

### **Unfinished Business**

CFO:

Motion by Mary Lynn Kopper, seconded by Judy Knowlton, to appoint Fred as the interim CFO.

Vote: Yes 8 No 0 Carried

### **New Business**

**Sara Dallas Visit:** Deb will ask her to visit the first week of November.

#### **Account Consolidation**

Motion by Judy Knowlton, seconded by Kayla Dodds, to approve proposed account changes below and to appoint Arlene Rhodes to make said changes:

1. Close the BSNB Capital Fund Savings Account and transfer the balance to the Capital One Capital Savings Account.
2. Close the BSNB Building Repair and Maintenance Account and transfer the balance to the Capital One Capital Savings Account
3. Close the BSNB Donor Designated Building Account and transfer the balance to the BSNB New Library Checking Account
4. Rename the BSNB Online Transaction Checking Account: BSNB Operating Grants Checking Account. We will need checks for this account.
5. Transfer the balance in the BSNB Online Transaction Checking Account to the BSNB General Fund Checking Account. (Arlene will find out if we must maintain a minimum balance in this account.)
6. *Transfer the remainder of small grants funds in the BSNB General Fund Checking Account to the BSNB Operating Grants Checking Account.*
7. Continue depositing "Amazon Smile" proceeds to the former BSNB Online Transaction Checking Account, now the BSNB Operating Grants Checking Account.

Vote: Yes 8 No 0, Carried

**Book Donations:** *The Board does not approve of limiting acceptance of book donations. The Board does not approve of the FoGPL disposing of paperback books without GPL approval. Deb Flint suggests GPL holding some small 2-day book sales, and a sale at the Town Hall first week of December.*

#### **Mary Cuffe-Perez Book Reading/Book Purchase**

Motion by Kayla Dodds, seconded by Judy Knowlton, for GPL to not fund the purchase Mary's books, but we would welcome her having a book reading here.

Vote: Yes 8, No 0, Carried

### **Treasurer Appointment**

Motion by Fred Baily, seconded by Jane Behrens, to appoint Ann Rockwood as Treasurer/Bookkeeper.

Vote: Yes 8, No 0, Carried

### **Appointment of Claims Committee**

Motion by Mary Lynn Kopper, seconded by Jane Behrens, to appoint Mary Lynn Kopper, Judy Knowlton, Jane Behrens, and Donna Erickson to the Claims Committee.

Vote: Yes 8, No 0, Carried

### **BSNB Brokerage Account**

Motion by Mary Lynn Kopper, seconded by Jane Behrens, to adopt a Corporate Resolution with BSNB Trust & Financial Services Division.

Vote: Yes 8, No 0, Carried

### **Public Comment (none)**

**Motion to adjourn at 8:51 by Mary Lynn Kopper, seconded by Judy Knowlton.**

Vote: Yes 8, No 0, Carried