



Barbara Madonna  
Library Director

2011-2011  
Board of Trustees

Elizabeth Batchelor

Craig Clark

Jay Ephraim

Christine Pesses

David Fisher

Hannah McAllister

Robin Lair

Karen S. Smith

Daniel R. Towne, Jr.

## Draft Minutes of The Gloversville Public Library Board of Trustees Meeting

April 17, 2012

The Gloversville Public Library Board of Trustees held a meeting on April 17, 2012 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:55 P.M. immediately following the Budget Hearing meeting.

The following trustees were present: Christine Pesses, Jay Ephraim, Robin Lair, Elizabeth Batchelor, David Fisher and Hannah McAllister. Michael J. Frank, Financial and Recording Secretary and Barbara J. Madonna, Director of the Gloversville Public Library also attended the meeting. Karen Smith, Craig Clark and Daniel Towne, Jr. were excused from the meeting.

Mrs. Pesses, President of the Board, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mrs. Pesses asked if there was anything anyone from the Public wished to present at this time. Hearing nothing, the regular meeting was convened.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on March 20, 2012. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Ms. Batchelor made a motion, seconded by Mrs. McAllister, to approve the minutes as presented. This motion was approved all voting aye.

Mr. Fisher asked Mr. Frank to review the Treasurer's Report for the month of March 2012 and the fiscal year-to-date through March 31, 2012 with the Trustees. Mr. Frank commented that the Library's receipts through March 31, 2012 were pretty well on track with our budgeted amounts for this period. Mr. Frank commented that due to the mild winter it appears that we will have excess funds left over in the Budget on the lines for heat and electricity. Ms. Madonna asked the Trustees if they felt that we should use money allocated for maintenance and repairs to cover professional fees related to the exterior masonry restoration of the building and also to allocate some of the extra money in the heat and electricity to cover needed repairs to plaster in the basement. The Trustees agreed that we should look to spend all of the total budget appropriations if needed. Mrs. Pesses also asked the Trustees if they thought that we should go ahead with the Design and Development phase of the Master Plan since it appears that we have funds in the Building Fund to do this. After considerable discussion, it was decided that Ms. Madonna would contact Paul Mays at Butler Rowland and Mays Architects LLP to see if these funds should be spent before we know if we will be able to raise the total funding needed for the entire project or if there would be a cost savings by limiting the scope of Design Development if we are only able to raise part of the funding needed. Ms. Madonna will also see if Paul Mays would be available to come to the next Board of Trustees meeting to review where we are at with the overall project. Mr. Frank asked if there were any other questions or comments on the financials for the month of March or the year to date through March 31, 2012. Hearing none, Mr. Batchelor made a motion, seconded by Mrs. Lair, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mrs. Pesses informed the Trustees that we needed to discuss having a Contingency Budget should the voters not approve our requested increase. Mr. Fisher said that he would convene a meeting of the Finance Committee to prepare a recommendation to the full board at our May meeting if our request is not approved.

Mrs. Pesses reminded the Trustees that the Friends of the Library would be hosting a fundraiser concert by the Inter Mountain Trio at 2:00 PM on May 20<sup>th</sup> at Skyheart Place. Mrs. McAllister informed the Trustees that Skyheart Place had received the Fire Department's approval for a maximum of 105 people in their gallery for the concert.

Mrs. Pesses informed the Trustees of the progress of the planning study with Ghiorso and Sorrenti, Inc. We have filled 52 slots, over a period of four days, out of the 70 people contacted for interviews for the Capital Campaign Planning Study. Another day will be scheduled in May to talk with some of our "Snow Birds" after they return home from warmer climates.

Mrs. Pesses also informed the Trustees that we would put the cleaning out of the basement on hold for now due to many other activities going on at the Library.

Ms. Madonna informed the Trustees that the cleaning of the outside of the building started yesterday with the contractor trying different cleaning solutions on the brick, limestone and terra cotta. In trying to wash them off it was determined that the Library has very little water pressure and the City Water Department will not let us hook up to a fire hydrant. John Stewart, owner of Walrath and Stewart next door, allowed them to test his water pressure and that appears to be good so we will use his supply line and reimburse him for the water usage.

Ms. Madonna informed the Trustees that we had received comments from our attorney's review regarding our By-laws and purchasing policies and that the AD HOC Policy Committee would be meeting to review her recommendations.

Mrs. Pesses asked the Trustees if anyone had any additional comments or changes that they would like to recommend to the Three Year Plan of Service. Hearing none, Mrs. Lair made a motion to approve the Three Year Plan of Service as presented to the Trustees. This motion was seconded by Mrs. McAllister and approved all voting aye.

Mrs. Lair informed the Trustees that she had just gotten the Staff Director's Evaluation forms today from Mrs. Kuhner and that the Personnel Committee would meet soon to complete their yearly evaluation of our Director to be able to present their report at the next Trustee's meeting. Mrs. Lair asked if the Trustees felt that they should receive a copy of the final report and it was agreed that this was not necessary.

Ms. Madonna informed the Trustees that she had talked with John Lawrinait, our current cleaner, about the change approved by the Trustees in next year's budget to a full time custodian. John expressed interest in the position but the Board wants to open the position to the public and take applications for the position. This position does not require passing a Civil Service test.

At this point in the meeting, 8:15 PM, Mrs. McAllister moved that the Board of Trustees go into Executive Session for the purpose of discussing a personnel issue. Mr. Fisher seconded this motion and it was approved all voting aye.

At 8:25 PM Mrs. McAllister made a motion, seconded by Mr. Fisher, to come out of Executive Session. This was approved all voting aye.

Mr. Ephraim brought the Trustees up to date on the progress with GLOVERSVILLE READS! 2012, which is a program, aimed at getting the community to all read the same book. This Program will kick off on Saturday April 21<sup>st</sup> at 11 AM at the Library. Many activities have been schedule as part of this program including book discussions, lectures by a SUNY Albany professor, and a trip to the Baseball Museum in Cooperstown and a trip to a ballgame in Troy. A full-page ad will be in the Leader-Herald on Thursday April 19<sup>th</sup> promoting this program.

Mrs. Lair informed the Trustees that the Public Relations Committee was continuing their monthly meetings and that they would be meeting tomorrow.

Ms. Madonna informed the Trustees that the Absentee ballots were sent out yesterday for the election to be held on May 1, 2012.

Ms. Madonna informed the Trustees that she had received the Library's ballot to vote for or against the merger of the Fulton County Chamber of Commerce and the Montgomery County Chamber of Commerce. The Trustees felt that it was probably a good idea to support the merger as recommended by the Boards of both Organizations.

Mrs. Pesses expressed her thanks to all who helped with putting together the Planning Study interview list and with getting the information out about the Library's history, services and the Master Renovation Plan to potential donors and possible leaders in the Capital Campaign project.

Mrs. Pesses asked the Trustees if they felt that we should hold our Organizational Meeting and possibly a regular Board meeting at 6:30 PM on the third Tuesday of July, which would be July 17, 2012. The Trustees agreed with this suggestion.

Mr. Frank informed the Trustees that the Foundation had not met since their Annual Meeting in December.

Mrs. Pesses informed the Trustees that the MVLS Annual Dinner would be held on May 16, 2012 at the Riverstone Restaurant starting with cocktails at 5:30 PM.

Ms. Batchelor asked if it would be possible to have a further breakdown of the electronic items borrowed from the Library. Ms. Madonna said that she would work on that with Mrs. Kuhner.

Mr. Frank asked the Trustees if they would like to see a year-to-date comparison column added to the income statement and the expense report in the monthly Trustee's package. The Trustees agreed that this would be a good idea.

The next meeting of the Trustees will be held on May 15, 2012 at 6:30 P.M.

Mr. Fisher made a motion, seconded by Ms. Batchelor to adjourn the meeting at 8:55 P.M. This was approved all voting aye.

Michael J. Frank  
Recording Secretary

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Karen S. Smith  
Secretary