



Barbara Madonna  
Library Director

2011-2011  
Board of Trustees

Elizabeth Batchelor

Craig Clark

Jay Ephraim

Christine Pesses

David Fisher

Hannah Hanlon

Robin Lair

Karen S. Smith

Daniel R. Towne, Jr.

## Minutes of The Groversville Public Library Board of Trustees Meeting

November 15, 2011

The Groversville Public Library Board of Trustees held a meeting on November 15, 2011 in the Reading Room at the Library, 58 E. Fulton Street, Groversville, New York at 6:30 P.M.

The following trustees were present: Christine Pesses, David Fisher, Hannah Hanlon, Craig Clark, Elizabeth Batchelor, Robin Lair, Karen Smith, Jay Ephraim and Daniel Towne, Jr. Michael J. Frank, Financial and Recording Secretary, Barbara J. Madonna, Director of the Groversville Public Library, and Virginia Mazur, President of the Friends of the Groversville Public Library, also attended 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 October 18, 2011. 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 Ms. Smith, 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 October and the fiscal year-to-date through October 31, 2011 with the Trustees. Mr. Frank commented that the Library's receipts and expenses through October 31, 2011 were pretty well on track with our budgeted amounts for this period. Mr. Frank informed the Trustees that we had received our tax levy money from the Groversville Enlarged School District in October. Mr. Frank asked if there were any questions or comments on the financials for the month of October or the year to date through October 31, 2011. Hearing none, Ms. Smith made a motion, seconded by Mr. Towne, to accept the Treasurer's Reports as presented. This was approved all voting aye.

Mr. Fisher, Mr. Frank and Ms. Madonna reviewed the Proposed Budget for the fiscal year ending June 30, 2013. The Finance Committee felt that we should look to hire a full time Custodian for 35 hours per week now that we are the owners of the Library Building. Other items discussed were our participation in the new MVLS ebooks program starting in January 2012 with our share of the cost to be approximately \$3,000. The Trustees agreed that we should consider asking the taxpayers for a 2% increase in the tax levy and to fund the balance of the increase in expenses through the use of our Income Cash Reserve. Voting to approve the Expenditures was deferred until the December meeting to give the Trustees time to review it and make any recommendations that they feel may need to be included.

Mr. Frank reviewed a proposal received from our Disability Insurance carrier, Zurich American Insurance Company. Their proposal would allow us to increase our coverage for each Full Time Employee from \$170 per week to \$340 per week and to give each Part Time Employee their full rate of pay instead of the current half pay for an additional \$507 per year. The Trustees felt that in our current economic environment and the lack of claims that we could not afford this proposal at this time.

Ms. Madonna reviewed a sample resolution regarding the 2% Tax Cap that was recommended by the attorneys for the Troy Public Library to be passed by their Board in case the Board of Trustees should exceed the 2% Tax Levy Cap. Ms. Batchelor made a motion, seconded by Ms. Smith, to approve the attached resolution regarding the 2% Tax Cap. This motion was approved all voting aye.

Ms. Madonna informed the Trustees that we needed to complete a report and file it with the New York State Comptroller's office prior to the approval of our Budget by our Board of Trustees. Mr. Frank and Ms. Madonna will take care of completing this sometime in December 2011.

Mrs. Mazur informed the Trustees that they had given Ms. Madonna the proceeds from this year's Celebration fundraiser totaling \$22,619.49. Mrs. Mazur also reported that National Friends' Week was very successful and was capped off with a performance by the Inter Mountain Trio on October 19<sup>th</sup> at 6:00 PM. The Friends have also been working with Mrs. Lair on scholarships for the various school grades in the Groversville Enlarged School District. Mrs. Mazur also informed the Trustees that the Friends would be decorating the Lobby soon for the Holidays. Mrs. Mazur also informed the Trustees that the Friends had made donations to the Middleburgh and Schoharie Libraries to help with their rebuilding efforts. The

Friends will be discussing possible help for the Fonda Library at their January meeting. Ms. Batchelor encouraged the Trustees to become members of the Friends in support of all of the excellent work that they do for the Library and the Community.

Ms. Madonna informed the Trustees that the installation of the flashing to hold the plastic in place has been finished around the basement and that Ron Jones will be coming soon to finish the rest of the grading, etc. Ms. Madonna also informed the Trustees that testing of the mortar used on the building will be completed soon however the cleaning cannot be done until spring because the temperature is not consistently warm enough; the exterior will be soaked in the process and low temperatures could cause the water to freeze and damage the brick and stone. Ms. Madonna also informed the Trustees that the apron in front of the Library had been repaired and that she had submitted the bill to the City for payment. Ms. Madonna also informed the Trustees that Dave Jablonski had given her an estimate to do the roof repairs of \$2,500. The Trustees felt that she should go ahead and get this done.

Ms. Madonna also informed the Trustees that our attorney has informed us that the transfer of the property to the Library has been completed but she has not seen the deed yet.

Mrs. Madonna will follow up soon on the snow removal with Don Blanchard.

Ms. Madonna informed the Trustees that the Building Committee along with Ann Lee Clough and Robert Thaisz from the Library Foundation had interviewed the first consultant today regarding a feasibility study for a capital campaign and will be meeting with another group on Friday.

Mrs. Pesses informed the Trustees that the AD HOC Policy Committee was presenting the Behavior and Environment Policy for the second reading and passage if all were in agreement. Mr. Fisher made a motion, seconded by Mrs. Lair, to approve the Behavior and Environment Policy as presented. This was approved all voting aye. Mrs. Pesses informed the Trustees that the AD HOC Policy Committee was also presenting the Meeting Room Policy for the second reading and passage if all were in agreement. Mrs. Hanlon made a motion, seconded by Mr. Fisher, to approve the Meeting Room Policy as presented. This was approved all voting aye.

Mrs. Pesses also informed the Trustees that the AD HOC Policy Committee would be meeting again to review changes to the Library's By-Laws regarding the Treasurer's position and the Purchasing Policy.

Mrs. Lair informed the Trustees that there was no report from the Personnel Committee this month.

Mr. Ephraim informed the Trustees that the Program Committee would be meeting tomorrow to discuss program results for completed programs and to discuss programs for the future.

Mr. Towne informed the Trustees that the Public Relations Committee currently has a survey regarding services and programs provided by the Library being circulated to patrons and other members of the community to be used to determine how program attendees and other patrons hear about our programs and other services. Surveys are due back by November 29<sup>th</sup> and will be reviewed by the Committee. This will help the Committee decide where we should spend our promotional funds.

Ms. Madonna informed the Trustees, as noted above, that we have entered into a contract to participate with MVLS in an ebooks program starting January 1, 2012. The initial cost to the Library is \$3,000 and will cover one year.

Ms. Madonna also reported to the Trustees on the various workshops that she attended during the NYLA conference in Saratoga Springs this year. There was a two-part ebooks workshop that talked about collection development, devices and loaning policies and procedures. Other programs included a discussion about the impact of the 2% tax cap on libraries, bond referendums for building projects, public relations involved in weeding collections, a forum to share with the Board of Regents grassroots concerns about the future of library service in New York State, creating teens spaces and reimagining existing space.

Ms. Madonna also informed the Trustees that Donna Kuhner's mother had passed away recently.

Ms. Madonna also informed the Trustees that requests for use of our meeting room space have been skyrocketing recently.

Mrs. Pesses reminded the Trustees that the Board Workshop to work on our Strategic Plan for the next 3 –10 years will be held at Karen Smith's house on December 3<sup>rd</sup> from 9:30 AM to 1:30 PM with Wally Hart acting as moderator.

Mr. Frank informed the Trustees that the Foundation had not met since the last meeting but that they would be holding their Annual Meeting on December 7<sup>th</sup> at 3:30 PM at the Library. The Finance Committee met recently and will be ready to present their suggestion for an appropriation for the Library for the 2012-2013 Budget at this meeting.

The next meeting of the Trustees will be held on December 13, 2011 at 6:30 P.M.

Ms. Smith made a motion, seconded by Ms. Batchelor to adjourn the meeting at 8:40 P.M. This was approved all voting aye.

Michael J. Frank, Recording Secretary

---

Karen S. Smith, Secretary