



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

October 18, 2011

The Groversville Public Library Board of Trustees held a meeting on October 18, 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, Craig Clark, Elizabeth Batchelor, Robin Lair, Karen Smith, Jay Ephraim and Daniel Towne, Jr. Michael J. Frank, Financial and Recording Secretary and Barbara J. Madonna, Director of the Groversville Public Library also attended the meeting. Two students from the participation in government class from the Johnstown High School were also in attendance. David Fisher and Hannah Hanlon 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 September 20, 2011. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Ms. Smith made a motion, seconded by Mrs. Lair, to approve the minutes as presented. This motion was approved all voting aye.

In Mr. Fisher's absence, Mr. Frank reviewed the Treasurer's Report for the month of September and the fiscal year-to-date through September 30, 2011 with the Trustees. Mr. Frank commented that the Library's receipts and expenses through September 30, 2011 were pretty well on track with our budgeted amounts for this period. Mr. Frank asked if there were any questions or comments on the financials for the month of September or the year to date through September 30, 2011. Hearing none, Mr. Towne made a motion, seconded by Ms. Smith, to accept the Treasurer's Reports as presented. This was approved all voting aye.

Mrs. Pesses asked if there was any report from the Budget and Finance Committee. Mr. Clark informed the Trustees that the Committee had met on October 12, 2011 and that they had begun working on a projected budget for the fiscal year ending June 30, 2013. Mr. Frank and Ms. Madonna will be meeting to work on the various scenarios for employment, salaries and benefits as proposed by the Personnel Committee prior to the Budget and Finance Committee's next meeting on October 25, 2011.

In Mrs. Mazur's absence, Mrs. Pesses read a report from the Friends of the Groversville Public Library. This year's celebration, held at the Pine Brook Golf Club on September 25th, raised approximately \$27,000. The week of October 17th is National Friends' Week and to celebrate the Friends gave a basket of books and other items to the first baby born at Nathan Littauer. A little girl was born in the morning on October 18th and was presented with the basket by the Friends. The Friends also reported that the book and bake sale held on October 11th and 12th was very successful. Also, as part of celebrating National Friends' Week the Inter Mountain Trio will be performing at the Library on October 19th at 6:00 PM. The Friends will also be meeting with Mrs. Lair tomorrow to discuss the possibilities of providing a scholarship at the end of the next school year. The Friends also wanted to inform the Trustees that their membership drive will be getting underway soon.

Ms. Madonna informed the Trustees that the digging around the basement started on Monday at 7 AM and that the concrete work on the apron in front of the Library was also underway. Ms. Madonna also informed the Trustees that four bids had been received to do the Façade work on the building. The lowest bid received was from AJS Masonry out of Clifton Park, which came in at \$28,466. Other bids were considerably higher so Paul Mays from Butler Rowland Mays Architects talked with them to be sure that they had included all aspects of the project. He assured us that they had included everything. Based on this information, Ms. Smith made a motion to accept their bid of \$28,466 to complete this project. Her motion was seconded by Mrs. Lair and it was approved all voting aye.

Ms. Madonna also informed the Trustees that she had signed the paperwork necessary to proceed with the transfer of the Library property and parking lot from the City of Groversville to the Library. The approximate cost to the Library for this transfer for filings, etc. will be \$1,700. This should now be completed in two to three weeks. Ms. Madonna also informed the Trustees that she has not yet had a chance to check on figures for needed roof repairs.

Mr. Ephraim informed the Trustees that we had received two proposals to do a Feasibility Study for the Library regarding raising funds through a Capital Campaign for the Master Renovation Project. Both applicants will be interviewed and a recommendation will be presented to the Trustees after these are completed.

Mrs. Pesses informed the Trustees that the AD HOC Policy Committee was presenting the Tobacco Free Policy for the second reading and passage if all were in agreement. Mrs. Lair made a motion, seconded by Ms. Smith, to approve the Tobacco Free Policy as presented. This was approved all voting aye. Ms. Madonna informed the Trustees that we would be getting free non-smoking signs to display from the Tobacco Free Coalition.

Mrs. Pesses also presented the Behavior and Environment Policy and the Meeting Room Policy and explained the changes recommended by the AD HOC Policy Committee. These were discussed by the Trustees and will be voted on at the November Trustee's meeting. Mrs. Pesses also informed the Trustees that the AD HOC 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 the Personnel Committee had met again and had prepared a schedule of suggested salaries for the Finance Committee to consider in preparing the Budget for the fiscal year ending June 30, 2013. Staffing goals and other items pertaining to personnel were also discussed at this meeting.

Mr. Ephraim informed the Trustees that the Program Committee had continued to work with Bonnie Howard with reviewing programs, etc. Mr. Ephraim informed the Trustees that last night's program put on by the Cooperative Extension which discussed various aspects of gardening was attended by 13 people. Mr. Ephraim encouraged Trustees to attend these programs whenever possible to show our support of the programming being presented. Mr. Ephraim also informed the Trustees that we have books related to our programs on hand and also bookmarks that were made by Nicole Bullock. We are also including our programs on our web site calendar.

Mr. Towne informed the Trustees that the Public Relations Committee has prepared a survey regarding services and programs provided by the Library to be used to determine how program attendees and other patrons hear about our programs and other services. This will help the Committee decide where we should spend our promotional funds.

Ms. Madonna informed the Trustees that the furniture ordered for the Children's Room and the Reading Room was gradually being delivered. New shelves for magazines are here and children's tables and chairs are also here. Ms. Madonna wished to express her thanks again to the Friends of the Public Library for all of their efforts with the Celebration Fundraiser, which is being used to replace this furniture and purchase additional furniture.

Ms. Madonna also informed the Trustees that the Director of MVLS, Carol Clingan, has announced her retirement effective November 30, 2011. Two meetings will be held with Library Directors and Trustees to discuss the direction that we would like to see the new Director and MVLS Board provide for us going into the future. The first meeting will be at MVLS on October 22nd at 10 AM and the second meeting will be at the Canajoharie Library on October 26th at 5 PM.

Mrs. Pesses reminded the Trustees that we need to set a date and time for a Board Workshop to work on our Strategic Plan for the next 3 –10 years. Wally Hart has informed Mrs. Pesses that he could be available either November 5th or December 3rd. The Trustees agreed that December 3rd would be best for them. Ms. Smith offered to hold the Workshop at her house and the Trustees accepted. A time will be set at the November Board meeting.

Mr. Frank informed the Trustees that the Foundation had not met since the last meeting of the Trustees but that they would be holding their Annual Meeting in November. A date and time have yet to be determined.

Mrs. Pesses asked if there was any old business to discuss. Nothing was brought up at this time.

Mrs. Pesses asked if there was any new business to discuss. Ms. Smith informed the Trustees that she is continuing to work on a Donor's list from records of people who have given money to the Library over the last several years. This should be helpful when we begin soliciting funds for the Master Renovation Project.

The next meeting of the Trustees will be held on November 15, 2011 at 6:30 P.M.

Ms. Batchelor made a motion, seconded by Mrs. Lair to adjourn the meeting at 8:10 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Karen S. Smith
Secretary