



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

August 16, 2011

The Groversville Public Library Board of Trustees held a meeting on August 16, 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, Elizabeth Batchelor, Robin Lair, Karen Smith, Jay Ephraim and Hannah Hanlon. Michael J. Frank, Financial and Recording Secretary, and Barbara J. Madonna, Director of the Groversville Public Library, also attended the meeting. 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 June 21, 2011 and the Organization Meeting of the Trustees held on July 6, 2011. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meetings as presented. Hearing none, Mr. Fisher made a motion, seconded by Mrs. Lair, 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 months of June and July and the fiscal year-to-date through June 30, 2011 with the Trustees. Mr. Frank commented that the Library's receipts for the fiscal year ending June 30, 2011 had exceeded our budgeted amount by approximately \$16,000 and that our expenses had come in under budget by approximately \$11000. Mr. Frank informed the Trustees that a more in depth review of the fiscal year's numbers would be done at the Library's annual meeting in September. Mr. Frank asked if there were any questions or comments on the financials for June or July or the year to date. Hearing none, Ms. Smith made a motion, seconded by Ms. Batchelor, 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. Fisher informed the Trustees that the Committee had not met since the last meeting of the Trustees.

Mrs. Pesses asked Mr. Frank to review our tax return that he had prepared for filing with the Internal Revenue Service. Mr. Frank explained that all of the numbers on the tax return were consolidated numbers meaning that the Building Fund and General Fund accounts were combined for tax purposes. Mr. Frank gave a summary of the numbers and explained several of the questions that we were required to answer including the question regarding the review of the return with the governing body of the Library. Mrs. Lair made a motion, seconded by Ms. Smith, to have Mr. Frank proceed with the filing of our tax return. This was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Income Cash Summary that he had prepared and reviewed with Ms. Madonna and Mr. Fisher. Mr. Frank pointed out that our income cash is currently sufficient to cover our expected operating expenses but that with the pending ownership of the building, the Master Renovation Plan and the new 2% tax cap we need to be aware of any other changes that might negatively affect our finances.

Ms. Madonna informed the Trustees that our attorney has asked the City to provide a Title Company Affidavit showing that there are no liens against the Library property before she prepares the deed for us to file in the County Clerk's office. Our attorney also asked if we had a recent survey of the property, which we do and will forward to her if required by the title insurance company. Ms. Madonna also informed the Trustees that Ron Jones had begun the excavation by lowering the catch basins. We are waiting now for the other work to begin. Ms. Madonna informed the Trustees that the bid packet for exterior cleaning and repairing of the façade is being prepared by Butler, Rowland and Mays Architects, LLP. Ms. Madonna informed the Trustees that she spent time with Lisa Hayes today from Butler Rowland Mays Architects, LLP reviewing many of the details in the Schematic Design. Ms. Madonna informed the Trustees that the next phase of the Master Renovation Plan is the Design and Development phase, which is going to cost approximately \$76,000. Ms. Madonna also informed the Trustees that we have two leaking roof areas and that Correll Roofing has provided an estimate of about \$6,000 to fix the leaks. The Trustees felt that we should get in touch with additional companies for estimates before proceeding.

Mrs. Pesses opened the discussion regarding the Meeting Room Use Policy changes that had been sent to the Trustees for their review. After some discussion, Ms. Batchelor made a motion, seconded by Mr. Fisher, to approve the Policy as presented. This was approved all voting aye.

Mrs. Pesses informed the Trustees that the AD HOC Committee needed to meet to discuss possible changes to the Bylaws of the Library. A meeting will be set for early October prior to the date of the October Board meeting.

Mrs. Lair informed the Trustees that a staff evaluation form to be used to review staff performance is being prepared and the Personnel Committee will be meeting on September 6th to review rates of pay and employee benefits for staff members. More information regarding this will be presented at future meetings.

At this point in the meeting Mr. Fisher was excused, 7:45 PM.

Ms. Madonna informed the Trustees that Lucy Batty would like to donate artwork that she won at the silent auction last year at the Friend's Celebration to the Library. The trustees discussed this and decided to accept her donation. Ms. Madonna also asked the Trustees if they would consider a non- smoking policy for the Library premises. The Trustees agreed that the Library property should be a smoke free environment.

Ms. Batchelor discussed the recent heat issues at the Library. The Trustees felt that we should continue to have the Director decide to close the Library if the building becomes too hot in the summer, as this is the policy that we use due to bad weather in the winter.

Ms. Madonna informed the Trustees that she would be having a summer programming wrap up meeting with Bonnie Howard, Sherry Gennett and herself to discuss whatever was observed during the summer at the various programs in order to attempt to improve conditions, etc. next year.

Mrs. Pesses discussed whether or not the Gloversville Enlarged School District needed to certify our election. It doesn't appear to be up to our Board. The question is does the Board of Education have a legal requirement to do it.

In Mrs. Mazur's absence, Mrs. Pesses reported that the Friend's Celebration was coming along well and that the Friends would be having their annual meeting on September 8, 2011.

Mr. Frank informed the Trustees that the Foundation had not met since the last meeting of the Trustees.

Mrs. Lair informed the Trustees that she had approached the Friends about the possibilities of them offering a scholarship to a Gloversville High School senior. They will get back to her by January with their decision.

The next meeting of the Trustees, The Annual Meeting, will be held on September 20, 2011 at 6:00 P.M. followed immediately by the Regular Meeting.

Ms. Smith made a motion, seconded by Ms. Batchelor to adjourn the meeting at 8:05 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Karen S. Smith
Secretary