



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 Organizational Meeting of The Groversville Public Library

July 6, 2011

The Organizational meeting of the Groversville Public Library was held on July 6, 2011 at 4:30 P.M. in the Reading Room at the Library, 58 E. Fulton Street, Groversville, New York.

The following, having been elected by the voters of the Groversville Enlarged School District, were in attendance: Jay Ephraim, Hannah Hanlon, Craig Clark, David Fisher, Christine Pesses, Karen S. Smith, Elizabeth Batchelor, Robin Lair 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.

Mr. Frank, acting as temporary chairman of the meeting, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mr. Frank, a notary public, administered the Oath of Office to the re-elected trustees, Elizabeth Batchelor and Craig Clark, who were elected to five-year terms. Mr. Frank also administered the Oath of Office to the newly elected trustee, Hannah Hanlon who was elected to a one-year term.

Mr. Frank asked for nominations for the position of President of the Board of Trustees. Mr. Fisher nominated Mrs. Pesses for the position of President of the Board of Trustees. Ms. Smith seconded the nomination for the position of President. Hearing no other nominations, Mr. Frank called for a vote for the office of President. This was approved all voting aye. At this point in the meeting Mrs. Pesses began presiding. The following Trustees were nominated to the other respective officer positions: Mr. Fisher nominated Ms. Batchelor for the position of Vice President. Ms. Smith seconded this nomination. Mrs. Lair nominated Mr. Fisher for the position of Treasurer. Ms. Smith seconded this nomination. Ms. Batchelor nominated Ms. Smith for the position of Secretary. Mr. Fisher seconded this nomination. Mrs. Pesses asked if there were any nominations from the floor for any of these three officer positions. Hearing none, Mrs. Pesses asked for a vote to ratify these nominations. This slate of officers was approved all voting aye.

Mrs. Pesses presented the following items to the Trustees for review:

1. Contract with Library Director

Motion to renew the contract with Ms. Barbara Madonna for the position as library director for the 2011-2012 fiscal year.

Motion to set compensation for Ms. Barbara Madonna at \$49,649 for the 2011-2012 fiscal year.

2. Contract with Financial and Recording Secretary

Motion to renew the contract with Michael J. Frank as Financial and Recording Secretary for the 2011-2012 fiscal year.

Motion to set compensation for Michael J. Frank at \$7,800 for the 2011-2012 fiscal year.

3. Set Regular Meeting Time and Date

Motion to set the third Tuesday of the month at 6:30 PM as the regular meeting time and date.

4. Set Bank of Record

Motion to declare National Bank and Trust Company (NBT) as the Groversville Public Library's bank of record for the fiscal year 2011-2012.

Motion to authorize the President, Vice President, Treasurer and Secretary to be signatories on the bank accounts at NBT for the Groversville Public Library.

Motion to authorize Michael J. Frank, or the above signatories as signatories on the payroll account at NBT for the Groversville Public Library.

Motion to allow business with other banking institutions with board approval.

5. Set Newspaper of Record

Motion to declare the Leader-Herald as the newspaper of record for the Groversville Public Library. All legal notices and notices of meetings will be in the Leader-Herald.

6. Set Insurance Agency

Motion to declare Hathaway Agency, Inc. to be the insurance agent for the Gloversville Public Library for the following types of coverage: Director and Officer's Liability policy, Fine Arts policy, Commercial policy, General Liability Policy, Disability Policy and Umbrella policy. To declare New York State Public Entities Safety Group 497 the insurance agent for the Library Workman's Compensation policy. To declare the First Nonprofit Companies the administrator for the Library's Unemployment insurance. To declare Jaeger & Flynn the administrator for the Library's Health Insurance policy.

7. Indemnification of Library Trustees

Motion to adopt the indemnification of Gloversville Public Library Trustees as provided by New York State Public Officers Law Section 18.

8. Set Date of Gloversville Public Library Vote

Motion to declare the 1st Tuesday in May 2012 as the date for the Gloversville Public Library vote. Ms. Smith made a motion, seconded by Ms. Batchelor, to approve items 1 through 8 above. This was approved all voting aye.

Ms. Batchelor made a motion, seconded by Mrs. Lair, to have Mr. Fisher and Ms. Smith represent the Library as our liaisons to the Gloversville Library Foundation Board for the fiscal year ending June 30, 2012. This was approved all voting aye.

Mrs. Pesses appointed the following Trustees to fill the Committee positions:

Executive Committee – The Officers (President, VP, Treasurer and Secretary)

Budget and Finance – Mr. Fisher, Chair; Mr. Clark, Ms. Hanlon and Mr. Frank, Financial and

Recording Secretary

Building and Grounds – Mr. Ephraim, Chair; Ms. Batchelor and Mrs. Pesses

Personnel – Mrs. Lair, Chair and Ms. Smith

Public Relations – Mr. Towne, Chair; Mr. Clark and Mrs. Lair

Programming – Mr. Ephraim, Chair; Ms. Hanlon, Mrs. La Porta, community volunteer, and Mrs. Howard, Program Coordinator

Policy Committee – Ms. Batchelor, Chair; Mr. Fisher and Mrs. Pesses

AD HOC Plan of Service – Ms. Smith, Chair; Mrs. Lair and Ms. Madonna, Library Director

Ms. Smith made a motion, seconded by Ms. Batchelor, to close the Library on December 24th, 25th and 26th and December 31st, January 1st and 2nd in observance of the holiday weekends in this fiscal year. This was approved all voting aye.

Ms. Smith made a motion, seconded by Mr. Fisher, to designate the Library Director to be the appointing authority for Civil Service employment actions. This was approved all voting aye.

Mr. Fisher made a motion, seconded by Ms. Batchelor to adjourn the meeting at 4:50 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Karen S. Smith
Secretary