



Barbara Madonna
Library Director

2009-2010
Board of Trustees

Elizabeth Batchelor

Jay Ephraim

Christine Pesses

David Fisher

David C. Heacock

Robin Lair

Karen S. Smith

Minutes of The Groversville Public Library Board of Trustees Meeting

August 17, 2010

The Groversville Public Library Board of Trustees held a meeting on August 17, 2010 in the Reading Room at the Library, 58 E. Fulton Street, Groversville, New York at 6:30 P.M.

The following trustees were present: David Fisher, Daniel Towne, Jr., Elizabeth Batchelor, Robin Lair, Jay Ephraim, Christine Pesses, and Karen Smith. Michael J. Frank, Financial and Recording Secretary, Barbara J. Madonna, Director of the Groversville Public Library, and Wrandy Siarkowski, 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 June 15, 2010, the Special Meeting of the Trustees held on June 21, 2010 and the Organization Meeting of the Trustees held on July 1, 2010. 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 and Mr. Frank reviewed the Treasurer's Reports for the months of June and July and the fiscal year-to-date through June 30, 2010. Mr. Frank commented that our income for the fiscal year came in slightly over budget and our expenses came in approximately \$30,000 under budget primarily related to the loss of one full time employee who was replaced by part time help and lower than expected utility costs primarily due to the mild winter this past year. Ms. Smith made a motion, seconded by Ms. Batchelor, to accept the Treasurer's Reports as presented. This was approved all voting aye. Mr. Fisher informed the Trustees that a complete review of the Library Financial Report for the fiscal year would be done at the Annual Meeting in September.

Mrs. Pesses asked Mr. Frank if he would review the non-profit tax return with the Trustees prior to it being filed with the Internal Revenue Service. After his review with the Trustees, Ms. Batchelor made a motion to approve the filing of our 990 Non-Profit tax return for the fiscal year ending June 30, 2010. This motion was seconded by Ms. Smith and approved all voting aye.

Mrs. Pesses asked Mr. Frank to review our idea of saving money for an audit of our financials at some point in the future. Mr. Frank informed the Trustees that he had talked with Phil Beckett, CPA about this idea and that he had informed him that any accruals at year-end must be paid out within eight months to qualify as an expense in the current accounting year. The Trustees agreed that we might want to earmark some money in the budget preparation but not accrue or expense it until such time as we need an audit. Mr. Frank also informed the Trustees that a complete audit of both the Library and the Foundation if we needed it for bonding, etc. in the future would run in the range of \$10-\$12 thousand per Mr. Beckett if he were to do this for us.

Ms. Madonna and Mr. Frank discussed our current pay dates as described in the employee handbook. Now that we are open on Mondays the question came up that if the 15th or last day of the month fell on Monday would that now become a pay date. The Trustees agreed that Mondays are a normal workday and therefore a pay date.

Ms. Madonna brought the Trustees up to date on the Lighting Project. Two bids were received to do the wiring and the installation. One from Fulton County Electric for \$16,800 and one from Harold R. Clune, Inc. for \$11,500. Mr. Fisher made a motion, seconded by Mr. Towne, to accept the bid from Harold R. Clune, Inc. for \$11,500. This motion was approved all voting aye. Ms. Madonna informed the Trustees that this work is scheduled to start on September 13th and is to be completed by the end of October.

Ms. Madonna informed the Trustees that she had received a corrective measure plan from Steve Smith for our basement moisture problems. She will be sending a copy of this to Butler, Rowland & Mays for their review and also a copy to our attorney. The question of who will pay for this came up and the general consensus of the Trustees was with the Trustees expressing concern that the Library should not have to pay any additional money for this project to be corrected.

Ms. Madonna informed the Trustees that she is nearing completion of the grant application for the lighting and exterior cleaning and needs a resolution from the Board to submit this to the State. Mrs. Lair made a motion authorizing the application for the \$14 Million (NYS) Public Construction Grant Program, July 1, 2010-June 30, 2013, for energy efficient lighting for the lobby area and exterior masonry rejuvenation. This motion was seconded by Ms. Smith and approved all voting aye. The total amount of the project is \$57,965 with our 50/50 match being funded by Friends 2009 and 2010 Celebration funds. Ms. Madonna will contact Mrs. Pesses to sign the grant application when it is finalized.

Mrs. Pesses informed the Trustees that the Building Committee had met with Ms. Madonna and Megan and Paul from Butler, Rowland & Mays to discuss what the next step should be and why in conjunction with the Master Plan. Paul and Megan agreed that the next step should be the Architectural Schematics Designs for the building showing plumbing, heating, electrical, load bearing, etc. prior to any actual construction work. Their cost to do this would be \$61,000 and would take 4 – 6 months to complete. Ms. Batchelor made a motion to approve hiring Butler, Rowland & Mays to complete this work. Ms. Smith seconded this motion and it was approved all voting aye.

Mrs. Pesses reported that the Ad Hoc Policy Committee had not met since our last meeting but that she and Mrs. Lair had been working on cleaning out the personnel files.

Mr. Towne informed the Trustees that the Public Relations Committee had held two meetings since the last Board meeting. The first meeting was spent brainstorming ideas to promote the Library and upcoming events at the Library. The second meeting included Christine Prokopiak, the new Program Coordinator, and was spent discussing wrapping up the summer programming, the use of Facebook, the possibilities of becoming part of the Chamber's message board to also promote the Library and programming and changing our message board more frequently with various information about the Library such as the number of patrons that used the Library last month, last week, etc. The Friends have established a committee at the Board's request to help change the message on the signboard. The Trustees felt that it might be a good idea to have a member of the Friends be on the Public Relations Committee. A Program Coordinator task list was also distributed to the Trustees.

Ms. Madonna informed the Trustees that the Museum passes are now available for the patrons to borrow for a period of one week. These passes are only available to residents of the Gloversville Enlarged School District over the age of 18 with a library card in good standing.

Ms. Madonna also informed the Trustees that her new computer has arrived and that she is still waiting for the rest of the staff computers to arrive. These computers are being purchased with Special Legislative Grant funds from Senator Farley.

Ms. Madonna informed the Trustees that Literacy Volunteer tutor training would be held on Saturdays in September and the first Saturday in October from 9-12 AM. Ms. Madonna has also been contacted by Vincent De Santis in conjunction with BOCES on a Literacy Grant in which we would partner with BOCES.

Ms. Madonna informed the Trustees that we did not get any grant money to restore the three paintings of Levi Parsons and the Duke of Wellington. After considerable discussion, Ms. Batchelor made a motion, seconded by Ms. Smith; to proceed with the restoration of all three paintings using the money received from the various sales of old items no longer needed by the Library. This was approved all voting aye. Ellen Wood will be contacted to see if she is interested in helping the Library secure some donation money to fund the balance. If this appeal is not successful in raising the entire balance needed the Trustees agreed to use money from the General Fund balance to make up the difference.

Ms. Madonna informed the Trustees that she would be speaking at the Lions Club luncheon tomorrow and also that the Workforce Solutions Center had asked her to speak to their staff in September.

Ms. Madonna also informed the Trustees that the invitations to the Friend's Celebration were mailed out last Friday and that if anyone was interested in attending they should respond soon since it normally is a sellout.

Mr. Frank informed the Trustees that the Foundation had not met since the last Trustee's meeting, however a Finance Committee meeting had been held earlier this afternoon to review the Foundation's investment portfolio.

Mrs. Pesses asked if there was any old business to discuss. Ms. Madonna informed the Trustees that staff meetings are not held during the summer months due to the earlier opening time so no further discussion has been held regarding nametags.

Mrs. Pesses asked if there was any new business to be brought before the Trustees. At this point in the meeting Mr. Fisher made a motion to go into Executive Session at 8:20 PM. This motion was seconded by Ms. Smith and approved all voting aye. At 9:15 PM Mr. Fisher made a motion to come out of Executive Session. Ms. Batchelor seconded this motion and it was approved all voting aye.

Ms. Batchelor made a motion for the Director to respectively decline the City's suggested change to our Lease and to offer to assume ownership of the Library Building and adjacent parking lot through a transfer of the deeds from the City to the Library. Ms. Smith seconded this motion and it was approved all voting aye.

The next meeting, which will be the Annual meeting followed by the Regular meeting, will be held on September 21, 2010 at 6:00 P.M.

Ms. Batchelor made a motion, seconded by Mrs. Lair to adjourn the meeting at 9:20 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Karen S. Smith
Secretary