



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

October 19, 2010

The Groversville Public Library Board of Trustees held a meeting on October 19, 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., Robin Lair, Jay Ephraim, and Christine Pesses. Michael J. Frank, Financial and Recording Secretary and Barbara J. Madonna, Director of the Groversville Public Library, also attended the meeting. Elizabeth Batchelor and Karen Smith 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 21, 2010. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Lair made a motion, seconded by Mr. Fisher, 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 September and the fiscal year-to-date through September 30, 2010 with the Trustees. Mr. Frank commented that we had spent a sizeable portion of our book budget with our annual renewal of our lease plan with Baker and Taylor. Mr. Frank also noted that since we had not gotten into the winter heating season yet we had spent very little of our heating budget monies. Mr. Frank informed the Trustees that we had received our tax levy money from the Groversville Enlarged School District today and that it appeared since we were now three months into our new budget year we were pretty well on track with our budget. Mr. Towne made a motion, seconded by Mrs. Lair, to accept the Treasurer's Reports as presented. This was approved all voting aye. Mr. Fisher informed the Trustees that the Budget and Finance Committee had held an orientation meeting for the new committee members and that the Committee would be meeting next Tuesday, the 26<sup>th</sup>, to begin working on the budget for the fiscal year ending June 30, 2012. Mr. Fisher also asked that other committees that would need budgeted monies for the fiscal year ending June 30, 2012 get a number to us so that it can be included in the first pass of the new budget for next year.

Ms. Madonna informed the Trustees that she had received an estimate from Alan Fudger for \$1,200 to repair the damage to the ceiling in the Historical Room done when the roof hatch blew off in August. This has been sent to the City's DPW but no response has been received yet.

Ms. Madonna brought the Trustees up to date on the Lighting Project. Harold R. Clune, Inc. has finished the installation of the new lights in the lobby. There are some minor things that need to be cleaned up and this project will be finished. It was suggested that we formally thank the Friends of the Library for their funding efforts and perhaps get some publicity through a newspaper article and picture of their officers presenting us with the check. Ms. Madonna will discuss this with the officers of the Friends.

Ms. Madonna informed the Trustees that Butler Rowland Mays Architects would be reviewing the plans to fix the basement moisture problems. Ron Jones and PCC Contracting have estimated that it will cost approximately \$40,000 to correct the problem. The question of the mold issues inside also need to be addressed, possibly once the outside leaking is stopped. Steve Smith's insurance company has indicated that they are prepared to cover the cost to fix the basement moisture problems.

Ms. Madonna informed the Trustees that the City attorney is OK with transferring the Library property, land and building, back to the Library, but that he is still not sure if the City can give the Library the parking lot next to the Library. He will research this further and advise the Common Council of his findings.

Mrs. Pesses informed the Trustees that there was no report from the AD HOC Policy Committee this month. Mrs. Pesses informed the Trustees that there were records in the basement that needed to be shredded. Mr. Fisher said he would check to see if 3NNN would do this for the Library.

Ms. Madonna informed the Trustees that Carol Morse is still out and may be coming home from the hospital tomorrow. She is not expected back until sometime in the spring. Ms. Madonna also informed the Trustees that Jameson Duross is available for more hours since he has lost his job at the Leader-Herald. He will be working 12 more hours a week in the Children's room to help with much needed coverage. Ms. Madonna also informed the Trustees that she had hired Myriam Rowden to work as a page to read the shelves and return books to the shelves. A library page is not a Civil Service position so no approval was needed from them. Ms. Rowden is a student at FMCC. Ms. Madonna will be reviewing the current list from Civil Service since we still need to fill at least one part time Library Clerk position.

Mr. Towne informed the Trustees that the Publicity Committee had met on October 5<sup>th</sup> and that they are continuing to gather email addresses from our patrons in order to be able to send out schedules of upcoming events at the Library and other items that the Trustees and staff feel would be of interest to our patrons. In order to encourage the patrons to do this we are holding a weekly drawing for 10 weeks and awarding a \$10 Chamber of Commerce gift certificate to the winner. Mr. Towne also informed the Trustees that we currently have about 200 people as friends on our Facebook page. Mr. Towne also informed the Trustees that our sandwich board sign has broken twice and Ms. Madonna's father will see if it can be fixed. If not, the Trustees agreed that we should invest in a new one.

Mr. Towne also informed the Trustees that the Keller Brothers would be doing a concert to help promote the Library on a Wednesday in April 2011. Additional plans for this will be forthcoming. Mr. Towne also informed the Trustees that flyers promoting what is going on at the Library are being distributed to various businesses in the area to be included in customer bags with their purchases.

Ms. Madonna informed the Trustees that the Program Committee consisting of Ms. Prokopiak, Ms. Gennett and herself had been working on scheduling some programs at the Library including a Halloween Magic Show on October 30<sup>th</sup> with Ryan Richards. Another program in the works is one that would be presented by a woman who runs the Iditarod. With her lead dog she talks about teamwork and leadership. The Committee is also looking into possibly forming a teen tween club to get more of this age group into the Library.

Mrs. Pesses informed the Trustees that the Plan of Service Committee had met today and that a stakeholder's meeting was set for Saturday November 13<sup>th</sup> to run from 10 AM until 2 PM. Mrs. Pesses reviewed the list of invitees and said that she is going to try and invite each of them personally to attend this important meeting. Lunch will be served to the attendees.

Mrs. Pesses informed the Trustees that the Friends raised approximately \$1,000 from their book sale and that they have scheduled a gold purchase for Saturday November 13<sup>th</sup> from 1 to 3 PM at J Fine Jewelry with the Friends to get a percentage of the total value purchased by J Fine Jewelry.

Mr. Frank informed the Trustees that the Foundation's Annual meeting has been temporarily set for November 10<sup>th</sup> at 4 PM provided a quorum could be in attendance.

Mrs. Pesses asked if there was any old business to discuss. The subject of changing the Bylaws from 7 to 9 Trustees was reviewed. Mr. Ephraim made a motion, seconded by Mr. Fisher, to approve a change in the Library's Bylaws from 7 Trustees to 9 Trustees. This was approved all voting aye. The Trustees decided that we should ask for letters of interest in being a Trustee by November 16, 2010. The Executive Committee will review these letters and make recommendations to the Full Board of Trustees at the Trustee's meeting on December 14, 2010. The appointed Trustees will then need to be elected on the next Election Day, which will be the First Tuesday in May 2011. All candidates must be a registered voter and reside in the Gloversville Enlarged School District.

Mrs. Pesses asked if there was any new business to discuss. The Trustees felt that the December meeting date of the 21<sup>st</sup> would be too close to the Christmas Holiday and it was agreed to move the meeting to December 14, 2011.

The next regular meeting will be held on November 16, 2010 at 6:30 P.M.

Mr. Fisher made a motion, seconded by Mrs. Lair to adjourn the meeting at 8:25 P.M. This was approved all voting aye.

Michael J. Frank  
Recording Secretary

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Karen S. Smith  
Secretary