



## Minutes of The Gloversville Public Library Board of Trustees Meeting

August 19, 2008

The Gloversville Public Library Board of Trustees held a meeting on August 19, 2008 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: David Heacock, Christine Pesses, David Fisher, Karen S. Smith and Jay Ephraim. Michael J. Frank, Financial and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library and Rodney Minor, reporter for the Leader-Herald newspaper, also attended the meeting. Elizabeth Batchelor was absent 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 July 22, 2008. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. Fisher made a motion, seconded by Ms. Smith to approve the minutes as presented. This motion was approved all voting aye.

Mr. Heacock informed the Trustees that the Budget and Finance Committee had met and reviewed the current year's budget and that the Committee felt that we were pretty well on target for the 2008-2009 fiscal year. The Committee also reviewed the budget process with Ms. Smith, who is new to the Committee and Board of Trustees this year. Mr. Heacock also informed the Trustees that we had placed some general fund money and some building fund money in short term certificates of deposit at NBT Bank in order to earn additional interest income for the Library pending a need for these funds. Mr. Heacock also informed the Trustees that the Committee had reviewed CPA Philip Beckett's recommendations from our 2006 review and that we had taken action on all of them except for developing a Financial Policy and Procedural Manual. Mr. Frank will get a time line together on his duties and responsibilities and send it to Mrs. Pesses.

Ms. Madonna informed the Trustees that MVLS had contacted her about applying for part of the NYS \$14 million public library construction grant money. Ms. Madonna informed the Trustees that we had received a bid from Allan Fudger for approximately \$14,000 for the work needed on the lobby ceiling. That bid along with the exterior work done this past spring was submitted under this grant. Ms. Madonna informed the Trustees that we were approved for the full 50% match of approximately \$11,000. Mr. Heacock made a motion, seconded by Mr. Fisher, to approve the application submitted by Ms. Madonna. This was approved all voting aye. Ms. Madonna also informed the Trustees that she had sent in the paperwork for the Special Legislative Grant through Senator Farley's office for \$20,000 and that this will be used for the lobby renovation project. The Building and Grounds Committee will need to meet to decide on paint color, etc. sometime soon. Ms. Madonna also informed the Trustees that she had received a proposal from Steve Smith for \$10,100 to design a solution for the moisture problem in the basement and

Barbara Madonna  
Library Director

2008-2009  
Board of Trustees

Elizabeth Batchelor

Jay Ephraim

Christine Pesses

David Fisher

David C. Heacock

Robin Lair

Karen S. Smith

also to design the new front entranceway. This was forwarded on to Bob Able, Director, DPW and Jim Mraz, Fulton County Planning Department to get their thoughts on this proposal. This payment to Steve Smith would come from the City's 2008 Capital Budget appropriation for the Library building.

Mrs. Pesses informed the Trustees that there was no report from the Personnel Committee this month.

Ms. Madonna informed the Trustees that the work on the new Library logo had been completed and our new letterhead had been completed. Ms. Madonna informed the Trustees that she would be finishing up business cards, posters, envelopes and labels with Linda Hinkle and then work on updating our web site would be done.

Mr. Heacock and Mr. Frank reviewed the Treasurer's Report for the month of July 2008. The report of income and expense for the month and year to date was reviewed with explanations for the various ups and downs to budget. Mr. Fisher made a motion, seconded by Ms. Smith, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mrs. Pesses informed the Trustees that the Friends Celebration Fundraiser is going very well and that the raffle baskets would be on display in the lobby soon.

Mr. Fisher informed the Trustees that the Foundation had not met since our last Trustees meeting.

Mrs. Pesses informed the Trustees that Ellen Wood had picked up the items from Ellen Riggs Tillapaugh that she had restored for the Library and delivered the check from the Friends to pay for the restoration. The 8 pictures of the construction of the Library were reviewed and it was felt that 7 were in good shape and were reframed. An anonymous donor paid for the reframing. Mr. Heacock made a motion, seconded by Mr. Fisher, to have Ellen Wood take the Pope Innocent XIII book to Swann Gallery in New York City and to leave it if necessary to have it valued. This was approved all voting aye.

Ms. Madonna informed the Trustees that the Collection Agency we had hired had done a good job in getting back items and also getting delinquent fines paid. Our original agreement with them was to pay for a minimum of five accounts per month. Since we have cleaned up most of the collectible old accounts of any size we have decided to suspend using the collection agency until December 31, 2008 and then reevaluate our position with respect to delinquencies. The Trustees agreed with this decision. Ms. Madonna also informed the Trustees that the Friends had agreed to pay for our National Register Plaque when it is received.

Mrs. Pesses informed the Trustees that the In District Policy had been referred to the Policy Committee and a draft had been sent to Policy Committee members for review.

Mrs. Pesses informed the Trustees that we had received three letters of interest for the vacancy position on the Board of Trustees. The Trustees decided that a three-member committee would meet and interview each candidate prior to the September meeting. Mrs. Pesses also informed the Trustees that we would be sending a letter to each Town Board in Fulton County with a suggested contribution to the Library and an offer to meet with them and do a presentation on the various services that the Library offers to patrons.

Mrs. Pesses reminded the Trustees that the Library would be sponsoring the Chamber's Business After Hours on September 11, 2008. Ms. Smith made a motion, seconded by Mr. Heacock, to authorize Mrs. Pesses to spend up to \$500 for food and supplies for this event. This was approved all voting aye.

Ms. Pesses asked that the Three Year Plan of Service be tabled until the September meeting. The Trustees agreed with this suggestion.

Ms. Smith informed the Trustees that the Remington Museum might be able to replace the missing parts on our Remington. Bank of America has a grant where we may be able to get funding for this repair. We will look at our options concerning this repair.

The next regular meeting and annual meeting will be held on September 16, 2008 at 6:30 P.M.

Mr. Heacock made a motion, seconded by Mr. Fisher to adjourn the meeting at 7:50 P.M. This was approved all voting aye.

Michael J. Frank  
Recording Secretary

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Elizabeth Batchelor  
Secretary