



Draft Minutes of The Gloversville Public Library Board of Trustees Meeting

October 21, 2008

The Gloversville Public Library Board of Trustees held a meeting on October 21, 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, Elizabeth Batchelor, Robin Lair and Jay Ephraim. Michael J. Frank, Financial and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Henry Baker, Virginia Baker and Bob Scheldt also attended the meeting.

Mrs. Pesses, President of the Board, opened the meeting by leading the Trustees in the Pledge of Allegiance. She then presented citations from Senator Farley's office and Assemblyman Butler's office as well as a gift certificate from the Board of Trustees and the Staff to Henry and Virginia Baker to thank them for their many years of service to the Library.

Mrs. Pesses introduced Bob Scheldt, Recruiter/Trainer from the Turning Point program at the Family Counseling Center in Gloversville. Mr. Scheldt briefly reviewed the program being offered to children between the ages of 5 and 18 and their families. Mr. Scheldt emphasized the need for additional host parents for their program. Brochures were distributed to the Trustees with additional information.

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 16, 2008. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. Heacock made a motion, seconded by Ms. Smith to approve the minutes as presented. This motion was approved all voting aye.

Mrs. Pesses informed the Trustees that a Plaque Ceremony would be held this Friday afternoon at approximately 2:30 PM to unveil the new Historical Marker Plaque. Apple crisp will be served to honor National Friends of Libraries Week from 2 to 4 PM. Senator Farley, Assemblyman Butler and Mayor Hughes will be among the invited guests.

Mrs. Pesses informed the Trustees that the letters had gone out to the Town Supervisors regarding a level of support for the Library for the coming budget year. Letters were sent to all supervisors including supervisors within our district so that all would be aware of our funding issues. Additional letters will be sent if no response by October 29th explaining our services to patrons, etc. and asking for a form to be filled out regarding action taken at the Town Board meetings.

Mrs. Pesses discussed the changes that were made to the 3 Year Plan of Service as suggested at the last Trustee's meeting. Ms. Madonna also informed the Trustees that she had met with the staff to discuss the plan. Most of the discussion focused on being open an additional 5 hours per week. Ms. Batchelor made a motion, seconded by Mr. Heacock, that the Plan be adopted as presented. This was approved all voting aye.

Ms. Madonna informed the Trustees that she and Mrs. Pesses had been working with Jim Mraz from the Fulton County Planning Department to get our RFP ready to send to approximately 18 or 19 different architects and engineers to see if they would be interested in bidding on our Master Plan Renovation Project. These packets will be going out by the end of the week. A suggestion was made to have Jim Mraz attend the November meeting of the Trustees to explain the various steps that will need to be done once we have selected a firm to put the package of specifications together for the Project. Ms. Madonna will check with him to see if he will be available for the November meeting.

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

Mrs. Pesses distributed copies of the revised Circulation Policy for review. She asked the Trustees to take the copies with them for review and to email her with any comments, questions or suggestions for change prior to the November meeting. The Trustees felt that we should decide how to inform the patrons affected after we approve the changes to the Circulation Policy. Mrs. Pesses said she hopes to pass the policy at the December meeting.

Ms. Batchelor reported that the Friends Celebration had raised approximately \$22,000 this year, which included approximately \$8,000 from the baskets and artwork and the remainder from various contributors. These funds will be used towards the renovation work in the lobby of the Library. Ms. Batchelor also informed the Trustees that a change of venue for next year would be discussed since many contributors were not able to attend the luncheon this year due to space. Mr. Heacock commented that we should probably be thinking about a specific project for the 2009 fundraiser in case the Friends are looking for a suggestion.

Mr. Heacock informed the Trustees that the Budget and Finance Committee had met and had been working on the Budget for the 2009-2010 fiscal year. With a couple of expense items needing further investigation it appears that our budget will increase 1.5% to 2.0% for next year and be able to begin some of the 3 Year Plan recommendations. Meetings will be needed with the Friends and the Foundation to determine their level of support for next year. The Committee expects to have a budget for review at the November meeting.

At this point in the meeting, 7:35 PM, Mrs. Pesses was excused and Vice President Fisher took over chairing the meeting.

Ms. Batchelor informed the Trustees that she had met with Mrs. Pesses, Ms. Madonna and Mr. Jenner and that she would be coordinating the painting of the lobby and a request was made that Mr. Ephraim would be coordinating the renovations of the front entranceway. Ms. Batchelor told the Trustees that she would hope to have the painting done by the end of the winter and the front entranceway by spring. A suggestion was also made to see if a timer could be installed to have the front lights go on at sunset and off at dawn daily. Ms. Madonna will check with the City electrician to see if this can be done with our current electrical system.

Mr. Fisher informed the Trustees that there was no report from the Personnel Committee this month.

Ms. Madonna informed the Trustees that there was no report from the PR Committee this month.

Mr. Heacock and Mr. Frank reviewed the Treasurer's Report for the month of September 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. Ms. Lair made a motion, seconded by Ms. Batchelor, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Fisher informed the Trustees that the Foundation Annual Meeting scheduled for October 9, 2008 had to be postponed and will probably be rescheduled for sometime in November.

Ms. Madonna informed the Trustees that Julie Antis from WENT had contacted her about being on a program on Saturday evening to discuss the services and programs offered by the Library. Ms. Madonna will be discussing this with Barbara Germain from the Johnstown Library to see if this is something that we can coordinate.

There was no old business or new business brought up at this time.

The next regular meeting will be held on November 18, 2008 at 6:30 P.M.

Mr. Heacock 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

Elizabeth Batchelor
Secretary