



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

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

November 18, 2008

The Groversville Public Library Board of Trustees held a meeting on November 18, 2008 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 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 Groversville Public Library and Jim Mraz from the Fulton County Planning Department also attended the meeting.

Mrs. Pesses, President of the Board, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mrs. Pesses introduced Jim Mraz from the Fulton County Planning Department. Mr. Mraz explained the process of getting together the RFPs to send out to various architects asking them if they would like to submit a proposal to do a Master Plan for the Library. These RFP responses are due back to the Library by December 3, 2008. A committee will review the proposals received and make a recommendation to the Trustees of a firm to develop the Master Plan. The Plan should take approximately six to nine months to complete. Then the Trustees will work with the architect to prioritize which portions of the Plan need to be completed first and find funding to support the projects.

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 October 21, 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 Mr. Fisher to approve the minutes as presented. This motion was approved all voting aye.

Mr. Ephraim informed the Trustees that the contract with Steve Smith had been signed by the City to develop a plan to solve the moisture problem in the basement and to design a new entranceway for the front of the Library building. The cost of this plan will be \$10,100, which the City will pay from our designated funds in their 2008 Capital Budget.

Mr. Heacock suggested that we install CFU bulbs in the front lights to help save on our energy costs. Ms. Madonna said that these are currently being used as replacements when the old bulbs burn out but we will replace all bulbs with CFU bulbs as soon as possible. Ms. Madonna also said that the fire alarm system is still not done and that the City electrician is busy getting the Christmas lights up right now.

Mrs. Pesses asked the Trustees if they were ready to vote on the Circulation Policy. Mr. Heacock pointed out an area he felt conflicted with the existing policy for residents of the Edinburg Central School District. The Trustees decided to table any vote until the December meeting to give the Ad Hoc Policy Committee time to review and make changes if necessary. Mrs. Pesses also informed the Trustees that a date would need to be set to revise the Computer and Program Policies.

Mrs. Pesses informed the Trustees that a Lobby Restoration Committee needed to be set up and that she would chair the Committee. Ms. Batchelor will serve on the Committee and will be in charge of the painting and Mr. Ephraim will serve on the Committee and be in charge of the new front entranceway.

Mrs. Pesses also informed the Trustees that she and Ms. Madonna would be sending out follow up letters to the Town Supervisors regarding our request for support. These letters will

request copies of minutes that show our request was discussed by the Town boards. Letters will also be sent to the Stakeholders that attended the meeting in February 2008 to advise them of our new Three Year Plan of Service.

Ms. Madonna informed the Trustees that she and Barbara Germain had done a talk show on WENT on Saturday evening, November 8, 2008 from 9:00 to 9:30 PM. Plans are being made to do this on the second Saturday of each month and that they will discuss a specific area of the Library and its services to the communities that they cover.

Ms. Madonna also informed the Trustees that the project to determine the proper statistical class of patrons is nearing completion. This field in the patrons' registration records generates circulation figures for each of the townships that will be used when discussing financial support and restrictions to townships outside of our chartered service area. Ms. Madonna also informed the Trustees that The Friends had purchased a new refrigerator for the lunchroom and that they have put together two raffle baskets for the holidays with a drawing set for December 19, 2008.

Ms. Madonna also informed the Trustees that the Pope Innocent prints were sold for \$3,600 and that these funds would be put towards the restoration of other items kept by the Library for display in the future.

Mr. Heacock informed the Trustees that the Budget and Finance Committee would be meeting again soon to complete a draft of the 2009-2010 Budget for presentation at the December Trustees meeting. After this meeting we will approach the Friends and the Foundation regarding their anticipated level of support for the 2009-2010 fiscal year.

Mr. Heacock informed the Trustees that the Finance Committee had approved changing our Liability and Contents coverage from The Hartford to Travelers at an annual savings of approximately \$3,000. The new policy with Travelers will also increase our contents coverage from \$800,000 to \$1,600,000, which is the full estimated value of our collection and other furniture and equipment.

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

Mr. Heacock reviewed the Treasurer's Report for the month of October 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. 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 had been rescheduled for November 19, 2008 at 3:30 PM.

Mr. Heacock noted that our circulation and interlibrary loan numbers are up considerably from 2007. Ms. Madonna informed the Trustees that the Library had been very busy lately, especially on Saturdays.

Mrs. Pesses informed the Trustees that a committee would need to be set up to review the RFPs when they are received. Mr. Ephraim, Mrs. Pesses and Ms. Madonna volunteered to be on this committee. A member of the staff and a member of the Common Council will also be invited to be on the committee.

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

Mr. Heacock made a motion, seconded by Mr. Fisher to adjourn the meeting at 8:45 P.M. This was approved all voting aye.

Michael J. Frank  
Recording Secretary

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Elizabeth Batchelor  
Secretary