



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

Draft Minutes of The Groversville Public Library Board of Trustees Meeting

January 20, 2009

The Groversville Public Library Board of Trustees held a meeting on January 20, 2009 in the Reading Room at the Library, 58 E. Fulton Street, Groversville, New York at 6:30 P.M.

The following trustees were present: Christine Pesses, David Fisher, Karen S. Smith, Elizabeth Batchelor and Jay Ephraim. Michael J. Frank, Financial and Recording Secretary, Barbara J. Madonna, Director of the Groversville Public Library and Virginia Mazur, President of the Friends of the Groversville Public Library, also attended the meeting. David Heacock and Robin Lair 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 November 18, 2008. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Ms. Smith made a motion, seconded by Mr. Fisher to approve the minutes as presented. This motion was approved all voting aye.

In Mr. Heacock's absence, Mr. Frank reviewed the Proposed 2009-2010 Budget as prepared and approved by the Finance Committee. Mr. Frank informed the Trustees that the Foundation meeting scheduled for January 7, 2009 had to be postponed but that the Foundation Finance Committee had approved an amount of \$135,000 for the Library for the fiscal year 2009-2010. Mr. Wood, President of the Foundation, asked Mr. Frank to inform the Trustees that this would be approved at the rescheduled meeting of the Foundation on January 29, 2009. After review of the proposed expenses and income Mr. Fisher made a motion to approve the Budget with an increase in salaries of 2% and with no employee contribution towards their health insurance. This motion was seconded by Ms. Batchelor and approved all voting aye.

Mr. Ephraim informed the Trustees that the paint for the lobby had been chosen and that Benjamin Moore had agreed to donate the paint and primer to the Library. Ms. Madonna informed the Trustees that we needed to get the bids out for this project by Friday, January 30, 2009 in order to get this project finished by June 30, 2009. Ms. Madonna said she feels this will take approximately three months to complete and needs to be started by March 1, 2009. Mr. Ephraim informed the Trustees that he feels that we need to hire a lighting professional to advise us on the best lighting for the lobby. The Trustees agreed with this recommendation. Mr. Ephraim also informed the Trustees that Steve Smith is working on the new front door design.

Ms. Madonna gave the Trustees an update on the progress with the moisture problem in the basement. Steve Smith has been working on the engineering design for this project and has given us an estimate of \$86,500 to complete this project without any landscaping after the digging and backfilling are done. Ms. Madonna informed the Trustees that we would use the remainder of our 2008 Capital Budget from the City for this project. She has also written grant requests for \$90,000 for this project. Ms. Madonna will give the Common Council an update on our progress at their meeting on January 27, 2009.

Ms. Madonna informed the Trustees that we had received 9 responses to our RFP sent out last month and that the Committee had narrowed it down to 4 respondents to interview. The Committee will conduct these interviews on January 29th and 30th. Mrs. Pesses said she would be approaching the Littauer Foundation to see if they will help with the cost of the Master Plan preparation. The Trustees agreed that we should use Building Fund money if needed to get this done. Ms. Madonna will give the Common Council an update on this project.

Ms. Madonna also informed the Trustees that the window in the Friends room had been repaired, that the Fire Department had done their yearly inspection and that the fire alarm system was completed soon afterwards and the new water cooler has been installed.

Mrs. Pesses informed the Trustees that the Ad Hoc Policy Committee needs to present the Circulation Policy at the February Trustees meeting for approval. The Ad Hoc Policy Committee will meet on January 30, 2009 to complete the Circulation Policy and rework items in the Program and Computer Policies with regards to the Circulation Policy. Mrs. Pesses also informed the Trustees that the Library will petition the Mayfield School District for a "259" vote this year for funding from the Mayfield Central School District residents for the Gloversville Public Library for the 2009-2010 fiscal year.

Mrs. Pesses informed the Trustees that Mr. Ephraim and Ms. Lair's terms were up this year. Ms. Madonna said that trustee packets would be available on February 21, 2009 and that petitions to be on the ballot for election would need to be returned by April 4, 2009.

Ms. Madonna informed the Trustees that she had submitted an operating grant application for \$10,000 to the Alcatel-Lucent Foundation in the hopes of getting additional funding for the fiscal year ending in 2010. Ms. Madonna also informed the Trustees that we had received a check for \$3,140 from the Swann Gallery for the Pope Innocent XIII book. Ms. Madonna also informed the Trustees that the Ephemera Committee would be getting back together to decide what we should do with the approximately 30 items remaining from our clean out project.

Ms. Madonna informed the Trustees that she has learned from Civil Service that three of our part time clerks will need to take the Civil Service test since they were not grandfathered in when the Library became a Public Library. Also the Gloversville Central Council PTA Founders Day Dinner will be held this year on Wednesday February 4th. Ms. Madonna is receiving an award for the service to children in the Gloversville Enlarged School District.

Ms. Madonna mentioned to the Trustees that the Gloversville Enlarged School District would be reviewing their Tutoring Policy soon. The Trustees felt that we should discuss the School's tutoring plans with them before making any changes to our Policy.

Ms. Madonna also informed the Trustees that the Friends had approved \$8,500 for our budget for the fiscal year ending in 2010 and that they had given us a check for \$22,000 for the Lobby renovation project from their fundraiser last year. Ms. Madonna also informed the Trustees that we had received a plaque and book from the Tryon Library Associates in memory of Esther Tasner for her many years of service to the Library.

Mrs. Pesses informed the Trustees that the Director's evaluation process would begin at the end of January and that any Trustee comments would be welcomed. The Committee will be completing this after Ms. Kuhner puts the comments together for the Committee.

In Mr. Heacock's absence, Mr. Frank reviewed the Treasurer's Report for the months of November and December 2008. The reports of income and expense for the months and year to date were 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 Meeting scheduled for January 7, 2009 had been rescheduled for January 29, 2009 at 3:00 PM.

Ms. Batchelor informed the Trustees that the Friends Celebration Committee had met 3 times so far and had begun planning this year's fundraiser. The theme for this year will be "Celebrating Gloversville and Its Library". This year's art to be auctioned will use the Library as its theme. The Friends will also have a black and white calendar for sale with pictures of the artist's works on each page. Two mega baskets using the City of Gloversville as a theme will also be raffled. The event is planned for Sunday September 27th.

The next regular meeting will be held on February 17, 2009 at 6:30 P.M.

Ms. Smith made a motion, seconded by Mr. Fisher to adjourn the meeting at 8:15 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Elizabeth Batchelor, Secretary