



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

February 17, 2009

The Groversville Public Library Board of Trustees held a meeting on February 17, 2009 in the Friend's Room at the Library, 58 E. Fulton Street, Groversville, New York at 4:00 P.M.

The following trustees were present: Christine Pesses, David Fisher, Karen S. Smith, Elizabeth Batchelor and Robin Lair. 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 Jay Ephraim 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 January 20, 2009. 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. Batchelor to approve the minutes as presented. This motion was approved all voting aye.

In Mr. Heacock's absence, Mr. Frank informed the Trustees that the Groversville Library Foundation had met and approved the Finance Committee's recommendation to provide the Library with \$135,000 for the budget year ending June 30, 2010. Ms. Smith also informed the Trustees that she would be working with the Foundation's Development Committee on getting out a brochure to the Attorneys, Accountants and Other Financial Planners regarding gifts to the Library Foundation. A suggestion was also made that this might be included in a future Friends newsletter.

Ms. Madonna gave the Trustees an update on our health insurance plan as it relates to our budget for the year ending June 30, 2010. We budgeted \$20,100 for health insurance but the total now will be approximately \$21,873. Since this includes \$1,500 per person for reimbursements the proposed rate increase is not expected to put us over our budgeted amount since it is not expected that everyone will use the full \$1,500 from the medical savings account. Any remaining amount in each account will be returned to the Library.

In Mr. Ephraim's absence, Ms. Madonna gave the Trustees an update on the various Building and Grounds issues that are in the planning stages. The Common Council approved the bid submitted by Alan Fudger for the work to be done on the ceiling of the lobby. Bid forms are out for the rest of the work to be done in the lobby and are due in to the City by February 20, 2009. Ms. Madonna expects the Common Council to award the bid at their meeting on February 24, 2009. Ms. Madonna informed the Trustees that she has been in contact with Naomi Miller Lighting Design, LLC in Troy about the new lighting for the lobby. Ms. Miller has sent a proposal to design and recommend the lighting and fixtures for a fee not to exceed \$4,500. Ms. Batchelor made a motion, seconded by Ms. Smith, to have Ms. Madonna proceed with this contract for the lighting design. Ms. Madonna also informed the Trustees that Janene Bouck of Steve E. Smith, PE who is working on the new front entrance is still looking at possible choices for the new doors for the front entrance.

Ms. Madonna informed the Trustees that she is hoping the basement project will be put out for bids soon and that the Friends are planning to help with the landscaping after the digging and fill is completed. Ms. Madonna said she hopes that we can have a dig date by mid April.

Mrs. Pesses informed the Trustees that the Ad Hoc Committee had reviewed the RFPs for the Master Plan Project and that the Committee was recommending Butler Rowland Mays Architects, LLP of Ballston Spa to put the Master Plan proposal together for the Library. The proposed cost to the Library for their work is \$47,228. Ms. Batchelor made a motion, seconded by Ms. Smith, to

proceed with the contract with this firm. This was approved all voting aye. Jim Mraz from the Fulton County Planning Department will work on the actual contract for the work with Ms. Madonna. Mrs. Pesses also informed the Trustees that she is sending letters to the Littauer Foundation, Senators Gillibrant and Schumer and Congressmen McHugh and Tonko regarding possible funding for this project.

Mrs. Pesses reviewed the suggested changes made to the Circulation Policy that have been incorporated in the new version previously sent out to the Trustees. Ms. Batchelor made a motion, seconded by Mr. Fisher, to approve the Circulation Policy as presented. This was approved all voting aye. In conjunction with the Circulation Policy, the Computer and Internet Policy was also reviewed. Ms. Batchelor made a motion, seconded by Ms. Smith, to approve the Computer and Internet Policy as presented. This was approved all voting aye. The Programming Policy was tabled until the March meeting. The Circulation Policy as well as The Internet and Computer Policy are expected to be implemented in April 2009 pending approval by the MVLS Board. The Tutoring Policy was also tabled until the March meeting.

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. Mrs. Pesses also informed the Trustees that she and Ms. Madonna would be attending the meeting this evening entitled "Project for Public Spaces" immediately after our Trustees meeting.

Mrs. Pesses also informed the Trustees that the Ephemera Committee has informed us that there are still approximately 30 items remaining from the cleaning out of the Library that need to be disposed of through auction or some other public means. Ms. Batchelor made a motion, seconded by Ms. Smith, to have these items disposed of through an auction. This was approved all voting aye.

Ms. Madonna informed the Trustees that she had done a program on WENT on Saturday night, February 14, 2009 at 7:00 PM in which she discussed the various programming being done at the Gloversville Public Library. Ms. Madonna also informed the Trustees that a well-known author, Julia Spencer-Flemming, would be visiting the area on May 9, 2009 at the Johnstown Senior Center for a program hosted by all three Fulton County public libraries. Ms. Madonna also informed the Trustees that we needed to approve our filing of the New York State Annual Report with MVLS. Ms. Batchelor made a motion, seconded by Ms. Lair, to approve the filing of the Annual Report. This was approved all voting aye.

In Mr. Heacock's absence, Mr. Frank reviewed the Treasurer's Report for the month of January 2009. The reports of income and expense for the month and year to date were 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 handed out evaluation forms for the Trustees to use if they cared to make any comments or suggestions regarding Ms. Madonna's annual review. These forms should be completed and returned to Mrs. Kuhner for inclusion with other staff comments and the Personnel Committee's review forms.

Ms. Batchelor informed the Trustees that the Friends Celebration Committee was continuing to work on this year's fundraiser. The 2009 theme is "Celebrating Gloversville and its Library." To date 15 artists have said they will be putting a piece in the auction and 13 of them have agreed to use the Library as their theme. A survey was done of the people attending last year's event and the consensus was that they came to support the Library. This year's site for the celebration is still not finalized. The Trustees agreed that the project for this year's fundraiser should be the replacement of the first floor windows.

Ms. Lair felt that the Trustees should be proud that the PTA Founders Day dinner honored our own Ms. Madonna this year for her work with children. The Trustees all voiced their approval of this recognition.

Mrs. Mazur informed the Trustees that the Friends will be hosting a meet and greet at the Library on April 23, 2009 from 6:00 PM to 7:30 PM. There will be a program on what the Friends do in support of the Library.

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

Mr. Fisher made a motion, seconded by Ms. Batchelor to adjourn the meeting at 6:15 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary