



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

April 21, 2009

The Groversville Public Library Board of Trustees held a meeting on April 21, 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: Elizabeth Batchelor, David Heacock, Karen S. Smith, Jay Ephraim 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 Fisher and Christine Pesses were excused from the meeting.

Ms. Batchelor, Secretary of the Board, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Ms. Batchelor asked if there was anything anyone from the Public wished to present at this time. Hearing nothing, the regular meeting was convened.

Ms. Batchelor asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on March 17, 2009. Ms. Batchelor 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. Heacock to approve the minutes as presented. This motion was approved all voting aye.

Ms. Madonna informed the Trustees that Alan Fudger had started the painting in the lobby and that he informed her that it would take approximately three and a half months to complete. Mr. Ephraim informed the Trustees that he would be contacting Steve Smith to see where we are as far as getting out the bid forms for the basement moisture problem. Ms. Madonna informed the Trustees that our cleaner, John Lawrinaint, had offered to clean all the windows in the Library for \$600. Mr. Heacock made a motion, seconded by Mrs. Lair, to approve the expenditure of \$600 for the cleaning of the windows. This was approved all voting aye. Ms. Madonna and Mr. Ephraim informed the Trustees that the renovation of the front entranceway has been put on hold and that coordination with Butler Rowland Mays Architects, LLP would insure that any changes would work with the Master Plan. Ms. Batchelor informed the Trustees that the Friends would like their Celebration Fundraiser theme for 2009 to be the new lighting in the lobby of the Library. The Trustees felt this would be a good idea and use of the funds. Ms. Madonna informed the Trustees that the Master Renovation Plan meeting with Paul Mays would be held at 4:00 PM on April 30th. The Building and Grounds Committee will be meeting with him to continue work on the Master Plan.

Ms. Batchelor distributed copies of the Ad Hoc Policy Committee's proposed Program Policy and Tutoring Policy. After considerable discussion the Trustees felt that the policies were fine as presented and should be presented at the May 2009 meeting for approval.

Ms. Batchelor informed the Trustees that Mrs. Pesses asked her to report that the Personnel Committee was nearing completion of the Director's evaluation and only had to meet with the Director and the Committee to complete the evaluation. At this point in the meeting, 7:12 PM, Mr. Heacock made a motion, seconded by Ms. Smith, to go into Executive Session to discuss a particular individual. This was approved all voting aye. The Trustees came out of Executive Session at 7:16 PM. Mr. Heacock made a motion to accept Sherry Teetz's resignation with regrets effective April 23, 2009. Ms. Smith seconded this motion and it was approved all voting aye. Ms. Madonna informed the Trustees that she would like to consider hiring two part time employees to replace Ms. Teetz to make vacation time and other time off more flexible with coverage. The Trustees felt this idea would be OK if Civil Service was OK with it. Ms. Madonna will check with them on the overall procedure that needs to be followed. Discussion was also brought up about hiring a part time person to handle programming, which would include marketing for the Library. Ms. Madonna asked the Trustees if it might be possible to have the Trustees approve carrying over unused vacation and comp time to next fiscal year in light of the recent staff shortage. Mr. Heacock made a motion, seconded by Mrs. Lair to approve this suggestion. The motion was approved all voting aye.

Mr. Heacock informed the Trustees that the Budget and Finance Committee had not met since the last Trustees meeting but needed to schedule a meeting to review personnel finances based on Ms. Madonna's proposals for staffing. A meeting was scheduled for 10:00 AM on April 29, 2009.

Ms. Madonna informed the Trustees that in order to secure the Gates Grant for next year the Library had to provide matching funds of \$3,900. Mr. Heacock made a motion, seconded by Ms. Smith, to approve allocating \$3,900 from the Technology Budget 2009-2010 fiscal year for the matching funds for the Gates

Grant. This was approved all voting aye.

Ms. Madonna also informed the Trustees that the Leader-Herald had reported the Library would receive a grant from Marc Butler for \$10,000 to help with the moisture problem in the basement. No official notice of this has been received as of today. The following dates should also be noted for possible attendance, Literacy Day April 25th, Friend's Meet and Greet April 23rd and the Author Visit on May 9th.

Ms. Madonna also informed the Trustees that in the final State Budget for next year \$8 million as opposed to the proposed \$18 million was cut for Library Aid. Ms. Madonna also asked the Trustees if they would approve closing the Library on the Saturday of Memorial Day weekend to give the staff an extra day off as a thank you for the extra effort put in by everyone due to the recent staff shortages. The Trustees approved this unanimously. Ms. Madonna also informed the Trustees that the Memorial Day parade organizers would like the Library to be the Grand Marshall in the parade this year. Ms. Madonna will discuss this with Mrs. Pesses when she returns from her trip. Ms. Madonna also informed the Trustees that RFPs were sent out to six attorneys and are due back by May 5, 2009. Interviews will be conducted the week of May 11, 2009. Ms. Madonna also informed the Trustees of the Mohawk Harvest Cooperative Market being established in Gloversville and informed them of the costs to join. Ms. Madonna also informed the Trustees that this year Myers Park would be celebrating their 100th Anniversary. Various events are being planned over the summer months in celebration of this anniversary.

Ms. Batchelor informed the Trustees that the Trustee's election will be held on May 5, 2009 and that two people are running to fill the two seats up for election this year. Ms. Batchelor also informed the Trustees that a person in Connecticut will clean the portraits in the lobby and that Ellen Wood will be taking them to be done.

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

Ms. Batchelor informed the Trustees that the Ad Hoc Ephemera Committee is considering a silent auction of the remaining items to be sold just before the Friends, Book Sale on June 9th and 10th. The Trustees felt that whatever the Committee and the Friends could work out with this would be OK with them.

Ms. Smith informed the Trustees that the Foundation Brochures were done and had been handed out to various attorneys, financial planners, funeral homes, etc. Copies were distributed to the Trustees for review.

Ms. Batchelor asked the Trustees if there was any old business to be brought before the meeting for discussion. Hearing none, Ms. Batchelor asked if there was any new business to be brought before the meeting. No new business was brought up at this time.

The next regular meeting will be held on May 19, 2009 at 6:30 P.M.

Mr. Heacock made a motion, seconded by Ms. Smith to adjourn the meeting at 8:10 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Elizabeth Batchelor
Secretary