



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

May 19, 2009

The Groversville Public Library Board of Trustees held a meeting on May 19, 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, Christine Pesses, David Fisher, 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. Karen Smith was 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.

Ms. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on April 21, 2009. 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. Batchelor to approve the minutes as presented. This motion was approved all voting aye.

Mr. Heacock reviewed the Treasurer's Report for the month of April 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. Batchelor, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Heacock informed the Trustees that the Budget and Finance Committee had met to review the current financial report and compare it to the budget that was approved for the fiscal year ending June 30, 2010. As part of this process the Committee reviewed the impact that Sherry Teetz's leaving would have on the budget and decided that Ms. Madonna's suggestion that we look to hire two part time people to replace Ms. Teetz would work within the approved budget and that we would also be able to hire a part time Program Coordinator.

Ms. Madonna informed the Trustees that Alan Fudger was continuing to repair plaster and paint in the lobby. Ms. Madonna informed the Trustees that the bid notice for the basement work was in the newspaper last week and that packets were here at the Library to be picked up by prospective bidders. The project dates have been set for June 15, 2009 to November 1, 2009. Ms. Madonna informed the Trustees that Naomi Miller from Naomi Miller Lighting Design, LLC had submitted designs for the lighting in the Lobby for consideration. Naomi is also suggesting that consideration be given to replacing the fan in the dome with a chandelier. She will be providing style and price information during the next phase of her contract. Mr. Ephraim informed the Trustees that he and Mrs. Pesses, Ms. Batchelor, and Ms. Madonna had met with Paul Mays on March 23<sup>rd</sup> and that the group had reviewed all of the current building conditions and initial program design drafts. The group held a second meeting to review the various options, etc. as presented by the architects. Ms. Batchelor put together a list of OKs, NOs, questions and thoughts for review at the next meeting with the architects. Mr. Heacock asked the question as to when the architect would be meeting with the full Board for review and discussion. Mr. Ephraim informed him that they would get an answer to this question at the next meeting. Ms. Madonna informed the Trustees that the first payment had been made to the architects, Butler Rowland Mays Architects, LLP for the Master Plan project.

Mrs. Pesses asked if there were any questions or comments on the Program Policy that was presented at the last meeting for review. Hearing none, Ms. Batchelor made a motion, seconded by Mr. Heacock to adopt the Program Policy. This was approved all voting aye.

Mrs. Pesses asked if there were any questions or comments on the Tutoring Policy that was presented at the last meeting for review. Hearing none, Ms. Batchelor made a motion, seconded by Mr. Fisher, to adopt the Tutoring Policy. This was approved all voting aye.

Ms. Madonna informed the Trustees that implementation of the Circulation Policy is moving slowly forward. She is working with Barbara Germain, Johnstown Public Library, Michael Burnett, Northville Public Library and staff from MVLS and Joint Automation to insure the Polaris system will handle the various

residency issues that our policy would dictate. The implementation of this Policy will have to be put off from the previously approved start date of July 1<sup>st</sup> until these issues can be resolved. Mrs. Pesses also informed the Trustees that information would be sent out to everyone affected by the policy change after the Polaris issues were resolved.

Mr. Frank read the Resolution to certify the 2009 Trustee election. Robin Lair and Jay Ephraim were elected to fill the two 5-year Trustee terms. Mr. Heacock made a motion, seconded by Mr. Fisher, to approve the resolution certifying the 2009 Trustee election. This was approved all voting aye.

Mrs. Pesses informed the Trustees that we had received four RFPs back from interested attorneys to provide legal counsel for the Library. The Committee will meet to review these RFPs and decide on questions, etc. before scheduling interviews with the attorneys.

Mrs. Pesses informed the Trustees that she would be absent for the Annual Meeting in September. The Trustees will decide at a future meeting if the date needs to be changed if others are also unable to attend.

Ms. Madonna informed the Trustees that the author's visit went very well. Ms. Batchelor informed the Trustees that she had attended and felt that we were quite fortunate to have Julia Spencer Fleming come to our area. The Friends provided refreshments for this event.

Ms. Madonna also informed the Trustees that approximately 100 people attended Literacy Day. Attendance was down from previous years however the weather was quite nice and the date this year was later than previous years due to scheduling issues. Ms. Madonna also thanked Mr. Heacock for his assistance in getting our new letter-head from Beebie Printing. Ms. Madonna also informed the Trustees that the Library and the Friends will be the Grand Marshall in the Memorial Day Parade this year and she will be making a speech at the Cemetery. Ms. Madonna also informed the Trustees that there is a Gates Survey of Internet usage on line for patrons to complete. A question was also raised about the drop in circulation from last year, primarily in the Children's Room. Ms. Madonna will review this with Ms. Gennett and get back to the Board with an answer.

Ms. Madonna also informed the Trustees that she had sent Position Duty Statements to Civil Service for the two part time positions that we need to fill. They will canvas people from the list of those who took and passed the test and get back to her with possible candidates. Ms. Madonna also informed the Trustees that the personnel committee would need to meet and decide on the position duties for the new position of Program Director to be submitted to Civil Service.

Mrs. Mazur informed the Trustees that the Friends Meet and Greet went well with approximately 40 people attending.

Mr. Fisher informed the Trustees that the Foundation had not met since our last meeting.

Mrs. Pesses asked the Trustees if there was any old business to be brought before the meeting for discussion. Hearing none, Mrs. Pesses 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 June 16, 2009 at 6:30 P.M.

Mr. Heacock made a motion, seconded by Mr. Fisher to adjourn the meeting at 7:50 P.M. This was approved all voting aye.

Michael J. Frank  
Recording Secretary

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Elizabeth Batchelor  
Secretary