



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

June 16, 2009

The Groversville Public Library Board of Trustees held a meeting on June 16, 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 Karen Smith. 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. Robin Lair 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 May 19, 2009. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Ms. Batchelor made a motion, seconded by Mr. Fisher to approve the minutes as presented. This motion was approved all voting aye.

Mr. Heacock reviewed the Treasurer's Report for the month of May 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.

Ms. Madonna distributed a report on the various receipts, disbursements and planned expenditures pertaining to the Building Fund. It appears that we should have a remaining balance of approximately \$109,000 when all the projects that are currently planned are completed.

Ms. Madonna informed the Trustees that Alan Fudger was continuing to repair plaster and paint in the lobby. He is hoping to have this completed by June 30, 2009. Ms. Madonna informed the Trustees that the bids for the basement work were opened last Monday and the low bid was received from Bombard Excavating for \$94,750. Three other bids were received with the highest bid being over \$187,000. After the paperwork is completed the President or Vice President will sign the contract on behalf of the Library. Ms. Madonna also reported that the City had paid Steve Smith \$8,000 on his contract. Naomi Miller has given us an estimate of \$24,000 for the lighting fixtures for the lobby, which would include a chandelier to replace the ceiling fan in the dome. There is still some question as to the appropriate fixtures for a Carnegie Library building. Ms. Madonna and the Master Plan Committee have a meeting scheduled will Paul Mays from Butler, Rowland and Mays tomorrow to review various comments and suggestions that the group has put together for discussion. Ms. Madonna will also ask Butler, Rowland & Mays for a proposal for the engineering and overseeing of the new lighting to be installed in the lobby.

Mrs. Pesses reviewed the cover letter and the Frequently Asked Questions list in conjunction with the changes being made to our Circulation, Computer and Internet policies and the adoption of our Program Policy. These changes are currently scheduled to take place on September 1, 2009. Copies are being sent to various individuals for their input as well as the Trustees review so that additions or changes can be made at the July Trustee's meeting. Ms. Madonna informed the Trustees that the Polaris System is still not ready for the policy change but she expects it to be ready shortly.

Mrs. Pesses informed the Trustees that the Attorney Review Committee had met and that out of four responses only one was determined to meet our needs. Kathryn Mc Cary from Scotia is the attorney for MVLS and charges a flat rate of \$150 per hour. Ms. Madonna will try to set up a meeting with her prior to the July Trustee's meeting in the hopes of approving her next month.

Mrs. Pesses discussed possible dates for the Organization Meeting to be held in July and the overall consensus was that July 14th at 5:00 PM seemed to be the best time. The Regular Meeting will immediately follow the Organization Meeting. Also the Annual Meeting was set for September 29th at 6:00 PM with the Regular Meeting to follow. No meeting of the Trustees is currently scheduled for August.

Mrs. Pesses also informed the Trustees that a meeting was held with members of the Friends to discuss their space needs, etc. in conjunction with the development of the Master Renovation Plan. Also areas of the basement containing books for the Friends book sale will need to be cleared in conjunction with the basement work that will be starting soon.

Ms. Madonna informed the Trustees that we had finally received the rest of our order from Beebie's thanks to the help of Mr. Heacock. Ms. Madonna also informed the Trustees that the Summer Program would be starting on July 7th with an ice cream social. A list of the other events planned for the Summer Program will be sent to the Trustees via email.

Ms. Madonna informed the Trustees that we had received a list from Civil Service of possible employees and that she is currently reviewing the list and hopes to choose one person soon and after they are trained select a second person to hire and train. Ms. Madonna informed the Trustees that Civil Service is currently reviewing the duty statement sent to them for a Program Coordinator to see if there is a Civil Service test that fits this job description. She currently has two possibilities in mind pending the Civil Service outcome with our job description.

Mrs. Pesses informed the Trustees that the Personnel Committee had met with Ms. Madonna and completed her annual review and that it would be placed in her personnel file.

Ms. Madonna informed the Trustees that the Friends spring book sale had netted them just over \$1,600 this time, which exceeded their normal sales by about \$1,000.

Ms. Smith informed the Trustees that she and Mrs. Fleischut had met and had sent out the Foundation's brochures to all the local attorneys, accountants and other financial planners in the area. Plans are also being made to possibly solicit other previous supporters of Library functions for funds to be added to the Foundation's endowment. Mr. Fisher also reported that the Foundation's Finance Committee had met and had reinvested some funds from maturing bonds and CDs.

Ms. Batchelor informed the Trustees that the Friends Celebration plans are progressing and that it will be held on September 27th at the Pine Brook Golf Club with a brunch being served.

The next regular meeting, which will be preceded by the Organization Meeting, will be held on July 14, 2009 at 5:00 P.M.

Ms. Smith 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

Elizabeth Batchelor
Secretary