

## **Minutes of The Organizational Meeting of The Gloversville Public Library**

July 17, 2007

The Organizational meeting of the Gloversville Public Library was held on July 17, 2007 at 6:30 P.M. in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York.

The following, having been elected by the voters of the Gloversville Enlarged School District, were in attendance: David Fisher, Christine Pesses, Michael Ponticello, Elizabeth Batchelor, Jay Ephraim and David Heacock. Michael J. Frank, Financial and Recording Secretary, and Barbara J. Madonna, Director of the Gloversville Public Library also attended the meeting. Patricia Klohck was excused from the meeting.

Mr. Frank, acting as temporary chairman of the meeting, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mr. Frank, a notary public, administered the Oath of Office to the newly elected trustee, Christine Pesses, who was elected to a five-year term.

Mr. Frank asked for nominations for the position of President of the Board of Trustees. Ms. Batchelor nominated Mrs. Pesses for the position of President of the Board of Trustees. Mr. Heacock seconded the nomination for the position of President. Hearing no other nominations, Mr. Frank called for a vote for the office of President. This was approved all voting yes. At this point in the meeting Mrs. Pesses began presiding. The following Trustees were nominated to the other respective officer positions: Mr. Ponticello nominated Mr. Fisher for the position of Vice President. Mr. Heacock seconded this nomination. Mr. Fisher nominated Mr. Heacock for the position of Treasurer. Ms. Batchelor seconded this nomination. Mr. Ponticello nominated Mrs. Klohck for the position of Secretary. Mr. Fisher seconded this nomination. Mrs. Pesses asked if there were any nominations from the floor for any of these three officer positions. Hearing none, Mrs. Pesses asked for a vote to ratify these nominations. This slate of officers was approved all voting aye.

At this point in the meeting 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 presented the following items to the Trustees for review:

1. Contract with Library Director
  - a. Motion to renew the contract with Ms. Barbara Madonna for the position as library director for the 2007-2008 fiscal year.
  - b. Motion to set compensation for Ms. Barbara Madonna at \$45,423 for the 2007-2008 fiscal year.
2. Contract with Financial and Recording Secretary
  - a. Motion to renew the contract with Michael J. Frank as Financial and Recording Secretary for the 2007-2008 fiscal year.
  - b. Motion to set compensation for Michael J. Frank at \$7,200 for the 2007-2008 fiscal year.
3. Set Regular Meeting Time and Date

- a. Motion to set the third Tuesday of the month as the regular meeting date with the meetings to begin at 6:30 P.M.
- b. Motion to not have a set meeting for the months of July and August.

#### Records Management Officer

##### 4. Set Bank of Record

- a. Motion to declare National Bank and Trust Company (NBT) as the Gloversville Public Library's bank of record for the fiscal year 2007-2008.
- b. Motion to authorize the President, Vice President, Treasurer and Secretary to be signatories on the bank accounts at NBT for the Gloversville Public Library.
- c. Motion to authorize Michael J. Frank, or the above signatories as signatories on the payroll account at NBT for the Gloversville Public Library.

##### 5. Set Newspaper of Record

- a. Motion to declare the Leader-Herald as the newspaper of record for the Gloversville Public Library. All legal notices and notices of meetings will be in the Leader-Herald.

##### 6. Indemnification of Library Trustees

- a. Motion to adopt the indemnification of Gloversville Public Library Trustees as provided by New York State Public Officers Law Section 18.

##### 7. Set Insurance Agency

- a. Motion to declare Hathaway Agency, Inc. to be the insurance carrier for the Gloversville Public Library for the following types of coverage: Director and Officers Liability policy and Liability policy. To declare New York State Public Entities Public Safety Group 497 the insurance carrier for the Library Workman's Compensation policy. To declare Jacksland Warner Associates the insurance carrier for the Remington policy. To declare the First Non-profit Companies the administrator for the Library's Unemployment Insurance.

##### 8. Set Date of Gloversville Public Library Vote

- a. Motion to declare the 1<sup>st</sup> Tuesday in May 2008 as the date for the Gloversville Public Library vote.

Mr. Heacock made a motion, seconded by Ms. Batchelor, to approve items 1 through 8 above. This was approved all voting aye.

Mr. Heacock made a motion, seconded by Ms. Batchelor, to have Mr. Fisher and Mr. Ponticello continue as the Library's representatives to the Gloversville Library Foundation Board. This was approved all voting aye.

Mrs. Pesses appointed the following Trustees to fill the Committee positions:  
Executive Committee – The Officers (President, VP, Treasurer and Secretary)  
Budget and Finance – Mr. Heacock, Chair; Ms. Batchelor  
Building and Grounds – Mr. Ephraim, Chair; Mr. Fisher  
Personnel – Mrs. Klohck, Chair; Mr. Ponticello

Mr. Heacock made a motion, seconded by Mr. Fisher to adjourn the meeting at 6:45 P.M. This was approved all voting aye.

Michael J. Frank  
Recording Secretary

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Patricia Klohck  
Secretary