

Minutes of The Gloversville Public Library Board of Trustees

September 18, 2007

The Gloversville Public Library Board of Trustees held a meeting on September 18, 2007 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Michael Ponticello, Elizabeth Batchelor, Christine Pesses, David Heacock, Patricia Klohck and Jay Ephraim. Michael J. Frank, Financial and Recording Secretary and Barbara J. Madonna, Director of the Gloversville Public Library also attended the meeting. Rodney Minor, reporter for the Leader-Herald newspaper and John Blackmon, President of the Friends of the Gloversville Public Library were also in attendance. The following trustee was excused from the meeting: David Fisher.

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 Organizational Meeting and the Regular Meeting of the Trustees held on July 17, 2007. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meetings as presented. Hearing none, Mr. Heacock made a motion, seconded by Mrs. Klohck to approve the minutes as presented. This motion was approved all voting aye.

Mrs. Pesses informed the Trustees that the Garage Sale had netted approximately \$1,200 for the Library but more importantly helped us clean out many areas of the Library and dispose of a lot of clutter and old items no longer used by the Library. Mrs. Pesses informed the Trustees that the Gloversville High School Varsity Football Team helped with setting up tents and carrying out the items for the sale. She also wished to thank Mr. Heacock and Ms. Madonna for their help with this undertaking. The City took away all the items that did not sell so nothing was returned back into the Library.

Mr. Ephraim reviewed the Buildings and Grounds list with the Trustees. Mr. Ephraim discussed the need to prioritize these items and to proceed with getting them done. Mr. Ephraim suggested that we hire someone to install the LED signs and to install the storm windows on the second floor. Ms. Batchelor made a motion, seconded by Mr. Heacock, to authorize Ms. Madonna to hire someone to install the LED signs and caulk the second floor windows in preparation for the installation of the Plexiglas storms and to pay for this out of the Building Fund. This was approved all voting aye.

Ms. Madonna informed the Trustees that she had received estimates for replacing the first floor windows from Kucel Contractors and Kasson & Keller in the amount of approximately \$100,000 and from Paul Kitchen and Marvin Window & Doors of approximately \$200,000. The Trustees felt that we should wait until the long-range building plan is completed before we have specs drawn up, etc. A brief discussion regarding the dome problems concluded that we need further discussions with the City regarding what needs to be done to fix the dome since they are the landlord.

Mrs. Pesses informed the Trustees that the AD HOC Ephemera Committee's final report was disseminated in July and awaits Board discussion. The Trustees agreed to table this until the October meeting.

Ms. Batchelor informed the Trustees that the AD HOC Committee that was established to review "display space" had not met but that she felt this should be postponed until the long-range building plan was completed. The Trustees agreed with this recommendation.

Mrs. Klohck informed the Trustees that the Personnel Committee had developed evaluation tools and updated the Employee Handbook. Mrs. Klohck also informed the Trustees that the Personnel Committee had been discussing the need for an assistant to Ms. Madonna and the hiring of a new Children's Room clerk. A review still needs to be done as to Mrs. Kuhner's actual duties as the Principal Library Clerk.

Mrs. Klohck agreed to rescind her second to the motion made by Mr. Heacock at the June 19, 2007 Trustee's meeting regarding free library services. A new motion will be discussed at a future meeting of the Trustees pertaining only to the Edinburgh Common School District.

Mr. Heacock asked Mr. Frank to review the Treasurer's Report for the months of July and August 2007. Mr. Frank reviewed the report of income and expense for the month and year to date and explained the various ups and downs to budget. Mr. Ponticello made a motion, seconded by Mrs. Klohck, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Ponticello informed the Trustees that the Gloversville Library Foundation had not met since the last meeting of the Library Trustees.

Ms. Madonna informed the Trustees that a book discussion would be coming up next Wednesday. Ms. Madonna also informed the Trustees that the Office for the Aging would be presenting a Long Term Care information seminar at the Library on October 3, 2007, October 23, 2007 and November 13, 2007. All programs will be held from 6-7 PM. Ms. Madonna informed the Trustees that she will be at the NYLA conference in Buffalo next month and will miss the Trustees meeting. She will be doing two presentations at the conference. Ms. Madonna also informed the Trustees that the GED classes are back at the Library on Tuesdays and Thursdays and currently have eight people attending. Ms. Madonna also informed the Trustees that the Library would be closed until 2 PM on September 19, 2007 for staff training.

Mrs. Pesses informed the Trustees that she and Ms. Batchelor had met with Carol Clingan regarding long range planning for the Library. Mrs. Pesses said she felt that the Library should use the American Library Association model "The New Planning for Results" since it has been used with success by other libraries both nationally and in the area. Mrs. Klohck made a motion, seconded by Ms. Batchelor to close the Library at 6:30 PM on Tuesday, September 25, 2007 so the Trustees and staff of the Library could meet with Carol Clingan to review this concept.

Ms. Batchelor reviewed the status of the Friends fundraiser to be held on September 30, 2007 at Pine Brook Golf Club. Sales of raffle tickets for the baskets and the brunch are going very well. Artwork done by local artists that will be auctioned can be seen on the Library's website. A minimum bid of 60% of estimated value will be needed to purchase the artwork done by the local artists.

Ms. Madonna reviewed the wording changes being made to the Library card application. Mrs. Pesses asked the Trustees if they felt that we should have an attorney on retainer.

The next regular meeting will be held on October 16, 2007 at 6:30 P.M.

Mr. Ponticello made a motion, seconded by Mr. Heacock to adjourn the meeting at 8:20 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Patricia Klohck
Secretary