

Minutes of The Gloversville Public Library Board of Trustees Meeting

November 20, 2007

The Gloversville Public Library Board of Trustees held a meeting on November 20, 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: David Heacock, Christine Pesses, Michael Ponticello, 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. The following trustees were excused from the meeting: David Fisher and Betsey Batchelor.

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 Regular Meeting of the Trustees held on October 16, 2007. 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 Mr. Ponticello to approve the minutes as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Heacock to report on the Budget and Finance Committee meeting held on November 13, 2007. Mr. Heacock reviewed the draft budget as prepared by the Committee for the fiscal year ending June 30, 2009 showing expenditures of \$392,800, an increase of \$9,800 over the current year's budget. Mrs. Klohck made a motion, seconded by Mr. Ponticello, to approve the draft expense budget and to forward this on to the board members of the Friends and the Foundation for their consideration as to their level of support for the fiscal year ending June 30, 2009. This was approved all voting aye. Mrs. Pesses will meet with Mr. Heacock to draft a cover letter to go with the proposed expense budget.

Mr. Heacock also informed the Trustees that the Budget and Finance Committee had decided to increase our liability and contents coverage from \$537,000 to \$700,000 for the current year effective immediately and to increase the coverage on the Bronco Buster from \$84,000 to \$100,000 upon renewal in the spring. The Finance Committee also budgeted \$500 in next year's draft budget to increase our liability and contents coverage to \$800,000.

Mr. Ephraim informed the Trustees that DPW had determined that our leaking roof could be temporarily repaired with an epoxy type sealant to get us through the winter. A firm in Amsterdam could do the work at a cost of \$6,850. Ms. Madonna informed the Trustees that the City would reimburse us out of their Capital Budget for 2008 if we would advance the payment to get the work done this fall. Mrs. Klohck made a motion, seconded by Mr. Heacock, to have DPW proceed with this repair and to advance the payment from the building fund on a temporary basis until the City reimburses the Library. This was approved all voting aye.

Mrs. Pesses informed the Trustees that she had met with Ms. Batchelor and Mrs. Wood, chairperson of the AD HOC Ephemera Committee to review the final report of the AD HOC Ephemera Committee's recommendations. Mrs. Pesses will contact the Fulton County Museum and the Johnstown Historical Society to see if they have any interest in the items that the Committee felt should be kept at one of the local museums. After this has been determined further evaluation will be done as to selling or restoring the remaining items at a future meeting. Items to be sold will be given to Donna Restin to be sold and the proceeds will be used to restore items that are kept by the Library.

Mr. Ephraim informed the Trustees that he felt the Friends might want to consider renovations to the lobby for a future fundraiser. This will probably fit in with the Long Range Planning at some point to be done by the Library.

Mrs. Klohck informed the Trustees that the Personnel Committee had held two meetings and had been working on revisions to the Employee Handbook. Full copies of the handbook will be sent to all Trustees prior to the December meeting so it can be approved at the meeting. Mrs. Klohck also informed the Trustees that she and Mrs. Pesses would be working on a calendar of to dos by month for the Board of Trustees and the staff.

Mr. Heacock asked Mr. Frank to review the Treasurer's Report for the month of October 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.

Ms. Madonna informed the Trustees that she was waiting for a quote back from Ruby & Quiri on the carpeting for the Friend's Room that the Friends will be purchasing.

Mr. Ponticello informed the Trustees that the Gloversville Library Foundation had not met since the last meeting of the Trustees in October 2007.

Ms. Madonna informed the Trustees that Carol Morse had started working in the Children's Room and was doing well and that Sherry Gennett was back from her medical absence. Ms. Madonna also discussed the Polaris Circulation System's Acquisitions module and its ability not only to keep track of inventory but to track orders and backorders. Ms. Madonna also reported that she had met with the Public Relations consulting service that gave us a free review of our Logo, etc., which was obtained through a MVLS Grant. In checking their pricing for various items compared to local vendors there is a wide variance for different services. Mr. Heacock suggested contacting Shannon Rose in Saratoga to get their input on costs such as web design, etc. Ms. Madonna will investigate this further and get back to the Trustees.

Mrs. Pesses informed the Trustees that we needed to approve our Joint Automation Agreement for 2008 with MVLS. Mrs. Klohck made a motion, seconded by Mr. Heacock, to have Mrs. Pesses sign the agreement on behalf of the Library. This was approved all voting aye.

Mrs. Pesses informed the Trustees that the Fulton County libraries group had decided to take a break over the holidays from their meetings and would resume again in February 2008. The overall goal of the Committee remains making the County Supervisors aware of the lack of support of many County residents to any of the Libraries in Fulton County.

Mrs. Pesses also informed the Trustees that 83 people had been put on the list as possible stakeholders for the Long Range Planning meeting to be held in January. The Committee will meet to reduce this to 40-45 with an eventual goal of 20 people. This group will get together in January for several hours and develop a list of goals and objectives for the Librarian and the staff.

Mr. Ephraim informed the Trustees that his idea of a video broadcast to the reference room of programs being held in the Carnegie Room was not allowed under the Americans with Disabilities Act.

The next regular meeting will be held on December 18, 2007 at 6:30 P.M.

Mrs. Klohck 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