

## **Minutes of The Gloversville Public Library Board of Trustees Meeting**

December 18, 2007

The Gloversville Public Library Board of Trustees held a meeting on December 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: David Heacock, Christine Pesses, David Fisher, Patricia Klohck and Jay Ephraim. Michael J. Frank, Financial and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library and John Blackmon, President of the Friends of the Gloversville Public Library also attended the meeting. The following trustees were excused from the meeting: Michael Ponticello and Elizabeth 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 November 20, 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 Mrs. Klohck to approve the minutes as presented. This motion was approved all voting aye.

Mrs. Pesses asked the Trustees if we could review the revised Employee Handbook as prepared by the Personnel Committee. Mr. Heacock commented on several items in the revised manual and after considerable discussion by the Board the manual was referred back to the Personnel Committee for revisions and corrections. The Manual will be presented for review at the next Board of Trustees meeting in January 2008.

Mr. Heacock informed the Trustees that Ms. Madonna had discovered that Quick Books has an on line version that can be accessed from various locations by up to three different users as well as our accounting firm for any reviews or audits as needed. The Trustees agreed that this sounded like a viable option for us to automate our accounting and financial reporting and recommended that the Finance Committee review this in detail and present their findings and recommendation at the January 2008 meeting.

Mr. Heacock also informed the Trustees that the Library had sent copies of the 2008-2009 budget for next year to the executive boards of the Friends and the Foundation and had asked them to consider their level of support for the fiscal year ending June 30, 2009. Response is due back from them by January 15, 2008. Members of the Library Board of Trustees will attend the January 2008 meetings of these organizations to field any questions, etc.

Mr. Ephraim referred the Building and Grounds report to Ms. Madonna who informed the Trustees that our dome repairs were on hold pending a change in the weather and probably would not be done until sometime in the spring. This means that we will not need to advance the payment as approved last month since the City will be able to pay for

this out of the Capital Budget approved for the Library of \$50,000 for next year. Ms. Madonna also informed the Trustees that Alan Fudger is working on the repairs to the Historical Room ceiling and that the City's insurance will be paying for this.

Mrs. Pesses informed the Trustees that she had met with William and Joan Loveday from the Fulton County Museum and that they were most appreciative in accepting all the items that were offered to them. The Trustees reviewed the three items that the AD HOC Ephemera Committee recommended that we have repaired or restored. The feeling of the Trustees was that we should proceed with the December 21, 1880 Indenture between Levi Parsons and the Trustees of Union College which established the Levi Parsons Library and table the other two items until the January 2008 meeting. Mrs. Klohck made a motion, seconded by Mr. Heacock, to ask the Friends of the Gloversville Public Library to consider paying for the restoration and display of the "Indenture". This was approved all voting aye.

Mr. Heacock asked Mr. Frank to review the Treasurer's Report for the month of November 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. Fisher made a motion, seconded by Mrs. Klohck, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Fisher informed the Trustees that the Foundation did not meet in November but that their Finance Committee had met with Mr. Zimmerman on December 6, 2007 and had discussed the need to generate the best return on our assets while maintaining acceptable levels of risk and investment grade. The Committee will be presenting its recommendation as to level of support for the Library for the fiscal year ending June 30, 2009 to the full Foundation Board of Directors at their meeting on January 10, 2008.

Ms. Madonna informed the Trustees that our membership in NYSALB was up for renewal and that she felt that we should not renew this since we were getting very little out of this membership. Mrs. Klohck made a motion, seconded by Mr. Heacock to approve Ms. Madonna's recommendation. This was approved all voting aye. Ms. Madonna also asked the Trustees if we could close on December 22, 2007 since she expected very little traffic at the Library on the Saturday before Christmas. Mrs. Klohck made a motion, seconded by the rest of the Trustees to approve closing on December 22<sup>nd</sup> and wishing the entire staff a Merry Christmas.

Mrs. Pesses informed the Trustees that as part of our long range planning the Board really needed to make a decision on our building. The overall consensus of the Board was that we should stay in the building where we are and make it fully accessible to everyone. The Trustees felt that we are an integral part of the City and surrounding area and that people look at this building as their Library. Mr. Heacock agreed to be the chairperson of a committee to review the plan done by Architecture Plus several years ago to see if we can still get some use out of this plan. For the time being he will meet with Mrs. Pesses and Ms. Madonna to begin the review process.

Mrs. Klohck informed the Trustees that she has been working on the Procedures/Timeline with Mrs. Pesses and will have this for full Board review shortly.

The next regular meeting will be held on January 15, 2008 at 6:30 P.M.

Mrs. Klohck made a motion, seconded by Mr. Fisher to adjourn the meeting at 8:30 P.M. This was approved all voting aye.

Michael J. Frank  
Recording Secretary

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Patricia Klohck  
Secretary