

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

January 15, 2008

The Gloversville Public Library Board of Trustees held a meeting on January 15, 2008 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, Michael Ponticello, Elizabeth Batchelor and Jay Ephraim. Michael J. Frank, Financial and Recording Secretary and Barbara J. Madonna, Director of the Gloversville Public Library also attended the meeting. There were no trustees excused or absent 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.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on December 18, 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. Fisher to approve the minutes as presented. This motion was approved all voting aye.

Ms. Madonna informed the Trustees that the Finance Committee had approved her proceeding with our application for the On-Line version of QuickBooks to do the accounting for the Library. Ms. Madonna reported that she had signed us up for the 30-day trial and that Mr. Frank will be looking at this on a testing basis for the Library.

Mr. Heacock informed the Trustees that the Gloversville Library Foundation had agreed to provide \$153,600 for our budget for the fiscal year ending June 30, 2009. Ms. Batchelor informed the Trustees that the Friends of the Gloversville Public Library agreed to provide \$17,500 for our budget for the fiscal year ending June 30, 2009. These two amounts will provide the Library with a balanced budget for the fiscal year ending June 30, 2009. Ms. Batchelor also informed the Trustees that the Friends of the Library promised their help and support should we need to go to the public for an increase in the future. Mrs. Klohck made a motion to approve the balanced budget for the fiscal year ending June 30, 2009. Mr. Fisher seconded this motion and it was approved all voting aye.

Mr. Ephraim referred the Building and Grounds report to Ms. Madonna who informed the Trustees that our dome repairs were still on hold pending a change in the weather and probably would not be done until sometime in the spring. Ms. Madonna also informed the Trustees that the roof over the Historical Room ceiling is still leaking and that the City has placed some plastic under the leak temporarily to try to keep any additional water from getting to the ceiling. This problem with the roof will also need to be addressed in the spring. Ms. Madonna also informed the Trustees that the City is installing the fire alarm system and an electric doorbell at the handicapped entrance will be added for us while they are running the wiring for the firm alarm system. Ms.

Madonna also informed the Trustees that the carpeting for the Friends room has been approved and should be installed in February.

Mr. Heacock reviewed the progress he has made to date on reviewing old board minutes and plans as drawn up several years ago by Architecture Plus. Mr. Heacock is planning to get together with Architecture Plus in the near future to discuss their interest in revisiting a renovation project with us. Mr. Heacock informed the Trustees that he hopes to have a report from that meeting by the February Trustee's meeting.

Mrs. Pesses opened the discussion regarding two artifacts that the AD HOC Ephemera Committee had recommended we have restored. After considerable discussion Mr. Heacock made a motion, seconded by Mrs. Klohck, to have "The Iliad" and "An Elegy written in A Country Churchyard" restored by Ellen Riggs Tillapaugh of Cooperstown, New York for future display at the Library. The Friends of the Library have agreed to pay for this at a cost of \$275 for both. Ms. Batchelor passed around a copy of "Camp Mohawk" lithograph that the Arkell Museum is interested in obtaining from us. Mr. Ponticello made a motion, seconded by Mr. Fisher and approved all voting aye to give this to them with the following conditions: 1. Acknowledge us as the donor, perhaps with a line that notes the source of the work on the identification plaque 2. Promise to restore and at some point, display it, 3. We maintain an option to borrow it for a brief period if we ever have a special display of our historical holdings, 4. Something in writing that indicates your board has agreed to the above. Ms. Madonna also informed the Trustees that she has someone interested in obtaining the copy of Peter Keck's military service record that we own. Mr. Fisher made a motion, seconded by Mr. Heacock and approved all voting aye to give this to him for a donation that will at least cover the cost of shipping it to him. Mrs. Pesses also informed the Trustees that she is planning a show and tell for the March meeting of the rest of the items that the AD HOC Ephemera Committee has proposed keeping.

Mrs. Klohck passed out copies of the Timeline of Duties for the Board of Trustees that she and Mrs. Pesses have developed as a guideline for the year. Mrs. Klohck also reviewed the cleaned up version #3 of the Employee Handbook. Some minor changes will be made and then sent to the Trustees for their review and approval at the February meeting.

Mrs. Klohck also distributed a copy of the Director Evaluation Form used by the Personnel Committee and the timeline and instructions for it to the Trustees. Any Trustee who is not on the Personnel Committee that would like to submit any comments regarding the overall performance of the Director is encouraged to submit them to the Personnel Committee by the February board meeting for their consideration.

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

Ms. Batchelor informed the Trustees that the Friends of the Library's fundraising committee had met and has decided their theme this year will be "Celebrating the Talents of Fulton County". They will be meeting with Ms. Madonna, Mrs. Pesses and Mr.

Blackmon, President of the Friends this Thursday to discuss a specific use for the funds that can be used to promote the event.

Mr. Fisher informed the Trustees that the Foundation held a meeting on January 10, 2008. The main purpose of the meeting was to discuss the level of support that the Foundation felt they would be able to do for the fiscal year ending June 30, 2009. The Directors approved an amount of \$153,600.

Ms. Madonna informed the Trustees that she and the staff had recently begun training in the new Acquisitions Program. This program will help with the tracking and ordering of books and also help to keep track of back orders, etc. This program will run parallel to the existing ordering process for the next six months.

Ms. Madonna informed the Trustees that Joan Loveday, President of the Board of Trustees of the Fulton County Museum, had inquired about placing a basket for a raffle for the Museum in the lobby of the Library. The Trustees agreed that we should not be allowing other organizations other than the Friends of the Library and the Foundation to promote fundraising in the Library.

Ms. Madonna discussed the various pricing she had gotten regarding Web Design and the Library's logo. The Trustees agreed that the Public Relations Committee should review this and that they should bring their recommendation to the full Board of Trustees for consideration.

Mrs. Pesses discussed the timetable for things needing to be done prior to the 2008 election. Mr. Fisher agreed to help Ms. Madonna with the election notices, etc. The Library has one Trustee position to fill in the election this year.

Mrs. Pesses distributed a list of the people who have agreed to meet on Saturday, February 9<sup>th</sup> for the Planning for Results Workshop. Carol Clingan, Director of the Mohawk Valley Library System, will conduct the workshop. Ms. Batchelor agreed to represent the Board of Trustees at the workshop.

The next regular meeting will be held on February 19, 2008 at 6:30 P.M.

Mr. Ponticello made a motion, seconded by Mrs. Klohck 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