

Minutes of The Gloversville Public Library Board of Trustees Meeting

February 19, 2008

The Gloversville Public Library Board of Trustees held a meeting on February 19, 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, Elizabeth Batchelor and Jay Ephraim. Michael J. Frank, Financial and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, John Blackmon, President of the Friends of the Gloversville Public Library and Rodney Minor, reporter for the Leader-Herald newspaper also attended the meeting. The following trustee was excused from the meeting: Michael Ponticello

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 January 15, 2008. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Klohck made a motion, seconded by Mr. Fisher to approve the minutes as presented. This motion was approved all voting aye.

Ms. Madonna and Mr. Frank informed the Trustees that the initial setup of Quick Books had been done and that we would be proceeding to enter our information on a trial basis through June 30, 2008. If all goes well we will discontinue our manual accounting journals and go totally with Quick Books effective July 1, 2008 when our new year begins.

Ms. Madonna informed the Trustees that the City is continuing to work on installing the fire alarm system and that the new carpeting has been installed in the Friend's room.

Mr. Heacock provided the Trustees with an update on the Master Plan review he has been working on since the last meeting of the Trustees. He and Ms. Madonna had a meeting with Joe Lomonaco from Architecture Plus and another with Bruce Van Genderen, the Commissioner of Finance for the City of Gloversville to review the plans that were done in 2003 and to discuss updates that would be needed. Mr. Van Genderen said he hopes to continue the \$50,000 appropriation for work on the Library building each year for the next few years but doubted that the City would be able to do more. Mr. Heacock discussed the possibilities of having the Gloversville School District do a bond issue for the Library to cover the majority of the renovation work. Before any of this can be done a complete plan of direction with priorities needs to be put together. Mr. Heacock agreed to work with the Building and Grounds Committee on this project.

Ms. Batchelor informed the Trustees that the Arkell Museum had agreed to accept the Camp Mohawk Lithograph and to have it restored and that they also agreed to our other conditions of giving it to them. Ms. Batchelor also informed the Trustees that the

Johnstown Historical Society was pleased to have the maps of Johnstown from 1847 and 1888.

Ms. Madonna passed around construction pictures, which were taken during the building of the Gloversville Library. These pictures will be restored and reframed to be available for display at the Library. Ms. Madonna also informed the Trustees that Ellen Tillapaugh, the restorer in Cooperstown, received our contracts for the repair of the three books approved previously by the Board. Ms. Madonna also asked the Trustees if they would consider selling the small Cat table that we have in the basement. Mr. Heacock made a motion to sell the table at the appraised price of \$350. This motion was seconded by Mrs. Klohck and passed all voting aye. Mrs. Pesses also reminded the Trustees that we would have a show and tell in March.

Mrs. Klohck asked the Trustees if anyone had any questions regarding the Employee Handbook that had been corrected and previously sent to the Trustees. Hearing none, Mr. Heacock made a motion to approve the Employee Handbook/Policy as presented. Mrs. Klohck seconded this motion and it was approved all voting aye.

Mrs. Klohck informed the Trustees that any Trustees wishing to submit a Director's Evaluation Form to be used by the Personnel Committee as part of their evaluation needed to have it to her by Friday, February 22, 2008.

Ms. Batchelor informed the Trustees that the Public Relations Committee had decided to use Linda Hinkle to work on updating our logo and website.

Mr. Heacock asked Mr. Frank to review the Treasurer's Report for the month of January 2008. 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.

Ms. Madonna informed the Trustees that the Friends of the Library would be having their spaghetti dinner fundraiser on Wednesday, April 16, 2008 from 4:30 to 6:30 PM. Tickets will be sold for \$6.00 each. Several trustees took tickets to sell for the Friends fundraiser. Ms. Batchelor informed the Trustees that FMCC had agreed to donate the use of their room for "The Celebration of Talents in Fulton County" fundraiser. This will save \$500 on the expenses for this fundraiser. This fundraiser is scheduled for September 28, 2008. The goal of this fundraiser is to help with the restoration of the lobby of the Library.

Mr. Fisher informed the Trustees that the Foundation had not met since our last Trustees meeting but that a Finance Committee meeting was in the process of being scheduled for next week.

Ms. Madonna informed the Trustees that the Library needed to have A "Records Management Officer". Mrs. Klohck made a motion, seconded by Ms. Batchelor to make the Principal Library Clerk the Records Management Officer. After considerable discussion, the motion and the second were withdrawn and the item was tabled.

Ms. Madonna informed the Trustees that we needed to approve our 25% match for the Gates Grant for year one of \$2,600. Ms. Batchelor made a motion to approve our matching 25% funds namely \$2,600 in conjunction with the Gates Grant. This motion was seconded by Mrs. Klohck and passed all voting aye.

Ms. Madonna reminded the Trustees that March 11, 2008 was Lobby Day in Albany. Any Trustees wishing to attend would be welcomed.

Ms. Madonna informed the Trustees that our NYS Annual Report for 2007 had been submitted and was being reviewed by MVLS. Mr. Heacock made a motion, seconded by Mr. Fisher and approved all voting aye to approve the filing of our 2007 NYS Annual Report.

Mrs. Pesses reported on the meeting of the Planning for Results Group held on February 9, 2008. The Group put together a list of strengths and weaknesses that they felt pertained to the Library's service area, namely the Gloversville Enlarged School District. The Group felt that the Library is a cornerstone of the Community and should expand its marketing of existing services while increasing the number of programs offered. The group also suggested the Library become an information referral center for the community. The staff will be instrumental in determining how this can be done.

Mrs. Pesses informed the Trustees that the Library would be hosting Business After Hours on September 11, 2008 and that the Friends of the Library will be paying for the food, etc.

There was no old business or new business to discuss.

The next regular meeting will be held on March 18, 2008 at 6:30 P.M.

Mr. Heacock made a motion, seconded by Mr. Fisher to adjourn the meeting at 8:00 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Patricia Klohck
Secretary