

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

March 18, 2008

The Gloversville Public Library Board of Trustees held a meeting on March 18, 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 and Jay Ephraim. Michael J. Frank, Financial and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Ellen Wood of the Ad Hoc Ephemera committee, and Rodney Minor, reporter for the Leader-Herald newspaper also attended the meeting. The following trustee was excused from the meeting: 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 February 18, 2008. 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 and Mr. Frank informed the Trustees that the months of January and February financial information had been entered in Quick Books and that our figures through February 29<sup>th</sup> were in balance with our manual system. 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 she had met with Bob Abel from the City to review the roof situation. The City will have Jablonski Construction apply the roof coating to the dome, fix the leak over the Historical Room and repair the chimney at a total cost of \$16,835 which will be paid out of our appropriation of \$50,000 in the City's Budget. The City is continuing to work on installing the fire alarm system which is approximately 60% done at this point. The smoke detectors are in the process of being programmed and tested. Mrs. Pesses informed the Trustees that she felt we needed to discuss with our landlord, with priorities, what needs to be done to stabilize the library building. She suggested getting together with Bob Abel, the Mayor and Bruce Van Gendren to discuss this.

Mrs. Wood joined the meeting to review and discuss the items that the AD HOC Ephemera Committee had recommended keeping and having restored for future display. After considerable discussion Mrs. Wood agreed to prioritize the items needing immediate attention and to look into the cost of doing these items. The discussion of a dealer for the items to sell was tabled to a future meeting.

Mrs. Klohck informed the Trustees that the Personnel Committee had completed their review of the Director and would be setting up a meeting to review it with Ms. Madonna shortly. Ms. Madonna informed the Trustees that she had reviewed the new Personnel Manual with the staff and it was received satisfactorily.

Ms. Madonna informed the Trustees that Linda Hinkle had been working on some Logo ideas for the Library. Ms. Madonna passed around a sample of four possibilities for review. Additional work will be done and presented at a future meeting.

Mr. Heacock asked Mr. Frank to review the Treasurer's Report for the month of February 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. Mrs. Klohck made a motion, seconded by Mr. Fisher, 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. The Friends of the Library will also be having their Walk With the Friends for the Library on Thursday, May 15<sup>th</sup>. Proceeds will be earmarked for the matching portion of the Bill and Melinda Gates Foundation computer grant.

Mr. Fisher informed the Trustees that the Foundation had not met since our last Trustees meeting but that a Finance Committee meeting was held and various investment decisions were made at this meeting to reinvest funds from recently called and maturing bonds in the portfolio.

Ms. Madonna informed the Trustees that the Friends of the Library had agreed to provide the \$2,600 for the matching Gates Grant for year one. Mrs. Klohck made a motion to approve the Friends of the Gloversville Public Library providing the matching funds for the Gates Grant. This motion was seconded by Mr. Ponticello and approved all voting aye.

Ms. Madonna reminded the Trustees that May 17, 2008 was Literacy Day and that the Library would be looking for volunteers to help from 1:00 to 3:00 PM.

Ms. Madonna informed the Trustees that the Farmer's Market was planning a C.O.W. (Community Organization of the Week) project to spotlight partnerships with area organizations. The Library has been asked to be the first C.O.W. on the morning of Saturday, May 17<sup>th</sup>. Ms. Madonna said she would discuss this with the Friends to see if they had any ideas of participating, but volunteers could be from the Board or the Friends.

Ms. Madonna informed the Trustees that she had reviewed the list from the Planning for Results meeting with the staff.

Mrs. Pesses informed the Trustees that the Fulton County Libraries Group is still trying to get a real sense of direction as to the best way to convince the surrounding Towns and even the County to support the Libraries. A target date of December 2009 is the ultimate goal to accomplish this.

Ms. Madonna informed the Trustees that 2 Board petition packets for the May 2008 election had gone out so far and that they must be returned by April 5, 2008. Legal ads will be placed in the Leader-Herald only this year since this is the paper of record for the Library. Paper ballots will be used for the Trustee election. Polls will be open from 12 noon until 9:00 PM. On Tuesday, May 6<sup>th</sup>.

The discussion regarding a Records Management Officer was tabled to the April meeting.

The next regular meeting will be held on April 22, 2008 at 6:30 P.M.

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

Michael J. Frank  
Recording Secretary

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Patricia Klohck  
Secretary