

Minutes of The Gloversville Public Library Board of Trustees Meeting
May 20, 2008

The Gloversville Public Library Board of Trustees held a meeting on May 20, 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 Karen Smith, Trustee-elect of the Gloversville Public Library 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 March 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 informed the Trustees that we should be putting together a financial plan for the next five years in order to project our future financial needs. Mr. Heacock felt that we needed to complete our long range planning for the operation of the Library first. The Trustees agreed with this suggestion.

Ms. Madonna also informed the Trustees that she had put together percentages of Library users from the various surrounding towns in order to substantiate our requests for financial support from them.

Ms. Madonna informed the Trustees that we had received all of the \$25,000 from the Farley Grant for this year and that we had received the grant to purchase books. Based on this grant Mrs. Klohck made a motion, seconded by Mr. Heacock, to transfer \$25,000 from the book budget line item to the Building Fund for future repairs or improvements as needed to the Library building. This was approved all voting aye.

Ms. Madonna distributed a three-year maintenance plan spreadsheet for the Trustees to review. Ms. Madonna and Mrs. Pesses have met with Jim Mraz from the Fulton County Planning Department to discuss the proper method to use to solve current problems with the building and our long range needs and wants for the building. After considerable discussion, the Trustees agreed that the Building and Grounds Committee should go to Bob Abel from DPW and discuss fixing the moisture problem with the basement as a starting point. The Trustees agreed that we needed to discuss the long-range building needs with the Common Council and the need to send out RFPs for a Master Renovation Project of the building since the City owns the Library building.

Mrs. Pesses reported that the Garage Sale took in \$1,209.57 and that the other items sold since then had realized \$3,905.00 for a total of \$5,114.57. Mr. Heacock felt that we should have a separate line for these receipts since the Trustees had agreed to use these funds for the restoration work to be done on other items that the Library will be keeping and displaying at various intervals. Mr. Frank will break this out on next month's report and also add a line for the expenses as incurred.

Mrs. Klohck informed the Trustees that the Personnel Committee had completed their review of the Director and that she had met with Mrs. Pesses and reviewed their findings with her. She also informed the Trustees that Mr. Ponticello had not been able to attend the Committee meeting but that she had since met with him and he concurred with their findings. The Committee felt that overall Ms. Madonna was doing a good job and had only a few minor suggestions for improvement.

Ms. Madonna informed the Trustees that she is continuing to work on the Logo for the Library with Linda Hinkle. Ms. Madonna also mentioned the article that she and Mrs. Pesses had written for the newspaper, which reported on the results of the May 6th election and discussed the Library's income streams.

Mr. Heacock asked Mr. Frank to review the Treasurer's Report for the months of March and April 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 raised approximately \$600 from their Spaghetti Dinner. The Friends will be holding an Ice Cream Social in honor of the 100th anniversary of Anne of Green Gables. The Friends will also be holding their semi-annual book sale on June 10th and 11th. Ms. Madonna also informed the Trustees that Fulton-Montgomery Community College had donated some much needed shelving to the Library and that her father had picked it up and was in the process of installing it. Ms. Madonna asked the Trustees if they would approve the Friends Celebration funds being used to do front door and lobby renovations. Mr. Heacock made a motion, seconded by Ms. Batchelor to approve the Friends using their fundraiser monies for this project. This was approved all voting aye. Ms. Batchelor said they would be sending out letters to their sponsors informing them of this decision. Ms. Madonna also informed the Trustees that the Friends had completed their spring cleanup of the yard around the building.

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 Literacy Day was well attended with approximately 150 children attending. Ms. Madonna also informed the Trustees that Linda Callahan, Library Clerk, had taken charge of the Library's program for the COW at Farmer's Market. Ms. Madonna also informed the Trustees that she had applied for an E Rate Grant for next year and that she had received notice that 80% of our estimated annual telephone bills had been approved. The total approved was \$1,920.

Mrs. Pesses informed the Trustees that she and Ms. Batchelor had met and drawn up an In District Patron Policy and that they had reviewed it with Carol Clingan. Several changes were recommended and they will be made before presenting to the Trustees for review in June. The Trustees agreed that after this is done we should hire a part time person to do the Front Desk/Patron Clean up.

Mrs. Pesses informed the Trustees that the Fulton County Libraries Group has decided that each library needs to determine where they are headed with funding requests before this group can proceed in a definite direction. Meetings with Town Boards are still being planned to attempt to convince them to provide funding in their budgets for the Library based on a percentage of use by their residents.

Mr. Frank read the Resolution to certify the 2008 Trustee election. Karen S. Smith was elected to fill the 5-year Trustee term. Mrs. Klohck made a motion, seconded by Mr. Fisher, to approve the resolution certifying the 2008 Trustee election. This was approved all voting aye.

The next regular meeting will be held on June 17, 2008 at 6:30 P.M.

Mr. Heacock made a motion, seconded by Mrs. Klohck to adjourn the meeting at 8:35 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Patricia Klohck
Secretary