

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

June 17, 2008

The Gloversville Public Library Board of Trustees held a meeting on June 17, 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, Karen S. Smith, Trustee-elect 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 May 20, 2008. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Ms. Batchelor 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 MVLS/SALS Joint Automation Group was investigating the feasibility of accepting credit card payments from patrons for fines and lost books. Ms. Madonna informed the Group that we would be interested in their findings.

Mrs. Pesses informed the Trustees that Betsy Batchelor would be meeting with Carl Jenner to discuss replacing the front entranceway with a more energy efficient and historic looking design. Ms. Madonna reminded the Trustees that if we were going to apply for a 50 – 50 matching Grant through the State our application had to be in to MVLS by August 1, 2008. Ms. Madonna also reminded us that any project that would cost over \$10,000 to do with the building must be put out for bids no matter who is going to pay for it in the end. Ms. Madonna also informed the Trustees that an architect from CT Male Associates was going to put together a remediation proposal for the Trustees and the City to review regarding the moisture problem with the basement of the Library building. Ms. Madonna also informed the Trustees that the kitchen sink in the basement had been backing up and that it had been temporarily repaired.

Mrs. Klohck informed the Trustees that there was no report from the Personnel Committee this month.

Ms. Madonna distributed a copy of the new Library logo that had been completed by Linda Hinkle. The Trustees agreed that it looked good based on their review of possibilities from the prior meetings. Ms. Madonna informed the Trustees that she would

be working on new letterhead and business cards with Linda Hinkle and when those are completed she will be working with her to update our web site.

Mr. Heacock asked Mr. Frank to review the Treasurer's Report for the month of May 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 Ms. Batchelor, to accept the Treasurer's Report as presented. This was approved all voting aye.

Ms. Madonna reminded the Trustees about the Friends ice cream social featuring Anne of Green Gables 100<sup>th</sup> anniversary to be held on June 25, 2008 from 2:30 PM to 5:30 PM. Ms. Madonna also informed the Trustees that the Friends are selling small black and white 2009 calendars featuring the Library Building as a fundraiser for \$3.00 each. Several copies were distributed for the Trustees review.

Ms. Madonna informed the Trustees that she, Patty Franco, Friends' Vice President, and Lynn Kicinski, Friends' Membership Chair had attended a MVLS workshop on the importance of having a "Friends of the Library" organization to help support a library. This workshop included information on how to start a Friends Group and also the importance of working together with the Library Board of Trustees.

Mr. Fisher informed the Trustees that the Foundation had not met since our last Trustees meeting.

Ms. Madonna informed the Trustees that she and Donna Kuhner had attended a Gates Foundation workshop in April, which primarily focused on the importance of being advocates for libraries. Ms. Madonna passed out information about accessing those training classes on-line and encouraged the Trustees to look into the seminars. Ms. Madonna also informed the Trustees that we had received our Gates Grant money for year one of the grant totaling \$7,800. The Friends of the Library will be providing the 25% matching portion of this grant, which will be \$2,600. Ms. Madonna informed the Trustees that the Fulton County Libraries meeting was postponed. Ms. Madonna informed the Trustees that the Johnstown Library had decided not to go to the County for funding at this point and that they were not going to impose a restriction on service to patrons. Mrs. Pesses felt that in light of these developments we should postpone our discussion of our In District Patron Policy until next month when Carol Clingan can be here to help us review it. Mrs. Pesses will email a copy of the draft to the Trustees for review prior to the July meeting. Mrs. Pesses asked the Trustees if we should approach all Town Boards in Fulton County this fall for funding. The Trustees agreed that we should wait until we get our In District Patron Policy in place before we make this decision.

Mrs. Pesses distributed and reviewed a copy of a City Cooperation Plan, which addresses getting the City on board with Renovation Plans and Future Capital Budgets.

Ms. Madonna reminded the Trustees that we still needed to appoint a Records Management Officer. This person would be responsible for developing a filing system, a records retention system and other records management for the Library as needed. Mrs. Klohck made a motion, seconded by Mr. Heacock to appoint Donna Kuhner as the Records Management Officer. This was approved all voting aye.

Ms. Batchelor informed the Trustees that the Friends Celebration is coming along nicely with 18 people donating different items of pottery, woodworking, tapestries, etc to date. The Friends will be hosting "Business After Hours" at the Library on September 11, 2008 and the plan is to have these donated items available for viewing at this event. The brunch and auction will be held at the Pine Brook Golf Club on Sunday, September 28, 2008.

Mr. Heacock made a motion to thank Mrs. Klohck for her 28 years of service as a Library Trustees for the Gloversville Library. This motion was unanimously seconded by all. A celebration will be held at a future date for Mrs. Klohck.

Summer meeting dates were discussed and the Trustees agreed to hold the next meeting on July 22, 2008 at 6:30 P.M. if Carol Clingan is available.

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

Michael J. Frank  
Recording Secretary

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Patricia Klohck  
Secretary