

Accepted Minutes of The Gloversville Public Library Board of Trustees
September 20, 2005

The Gloversville Public Library Board of Trustees held a meeting on September 20, 2005 in the Community Room at the YWCA, 35 Church Street, Gloversville, New York at 6:30 P.M.

The following trustees were present David Fisher, Michael Ponticello, Jay Ephraim, Christine Pesses and David Heacock. Michael Frank, Financial and Recording Secretary, Barbara J. Madonna, Acting Director, and Elizabeth Batchelor, Trustee elect, also attended the meeting. Patricia Klohck was excused from the meeting.

Mrs. Pesses, President of the Board, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mrs. Pesses asked the Trustees to review the minutes of the meeting of August 10, 2005 and to note any corrections needed. Mrs. Pesses noted that Mrs. Klohck and Ms. Madonna had interviewed prospective candidates to fill the position of Principal Library Clerk. Mr. Heacock made a motion to accept the minutes as amended. Mr. Fisher seconded this motion and it was approved all voting aye. Mrs. Pesses then asked the Trustees to review the minutes of the special meeting of September 13, 2005 and to note any corrections needed. Hearing none, Mr. Ponticello made a motion, seconded by Mr. Heacock, to accept the minutes as presented. The Trustees discussed posting the minutes of the meetings on the Library's web site. The Trustees agreed that this should be done once the minutes have been approved at the next regular Board of Trustees meeting.

Mr. Frank, a notary public, administered the Oath of Office to the newly appointed trustee, Elizabeth Batchelor, to fill the vacancy created with the resignation of Edward Green. This position on the Board of Trustees will be through June 30, 2006 when the position will be filled by a newly elected Trustee, by voters of the Gloversville Enlarged School District, to fill the remaining term of Mr. Green.

Mrs. Pesses discussed the need for the Board of Trustees to have a Secretary and a Treasurer who were members of the elected Board of Trustees. Mr. Heacock made a motion, seconded by Mr. Fisher, to change Mr. Frank's title to Financial and Recording Secretary. This was approved all voting aye. Mr. Heacock made a motion, seconded by Mr. Ponticello, to elect Mrs. Klohck secretary of the Board of Trustees. This was approved all voting aye. Mr. Heacock volunteered to be the Treasurer of the Board of Trustees. This was accepted unanimously all voting aye.

Mr. Frank reviewed the Treasurer's Report with the Trustees. Mr. Frank reviewed the income received for the month of August and the expenses for the month of August and the year to date. Mr. Heacock made a motion, seconded by Mr. Fisher and passed all voting aye to accept the Treasurer's report as presented.

Mr. Frank informed the Trustees that we needed to get our Charter from the New York State Board of Regents in order to proceed with our application to be a 501 C 3 not-for-profit corporation and also to get our sales tax exemption and other filings for payroll reports, etc. with the State of New York. When we receive the Charter we will check with Mr. Maider to see if he will help us obtain our 501 C 3 Status with the Internal Revenue Service.

Mr. Heacock brought the Trustees up to date on the activities of the Gloversville Free Library Board with regards to getting the Free Library dissolved and the assets transferred to the Public Library and the Gloversville Library Foundation. Mr. Heacock informed the Trustees that the Free Library had been paying the bills and collecting the endowment income during this interim period until the Public Library receives their funds from the tax collection.

Mrs. Pesses discussed the need to have an annual audit since the new Library is being supported directly by taxpayer funds. Mr. Heacock, Mr. Frank and Ms. Madonna will investigate to see if we can hire a local CPA to perform this for us. The Trustees unanimously approved of this suggestion.

Ms. Madonna discussed the need for a mileage reimbursement amount for travel by the Library employees for business purposes. Mr. Frank informed the Trustees that the current IRS amount was 40.5 cents per mile. Mr. Heacock made a motion, seconded by Mr. Fisher, to reimburse the employees at the IRS amount of 40.5 cents per mile for Library related travel. This was approved all voting aye.

Mrs. Pesses discussed the matter of signing checks with the Trustees. Mr. Heacock made a motion, seconded by Mr. Ponticello, that one officer of the Board of Trustees sign all checks on the General Account and that one officer or the Financial and Recording Secretary sign all checks on the Payroll Account. This was approved all voting aye.

Mr. Heacock discussed the need for someone to be authorized to make short-term investments for the Library. Mr. Fisher made a motion, seconded by Ms. Batchelor, to approve the Treasurer and the Financial and Recording Secretary to make short-term investments for the Library until the Budget and Finance Committee is in place. This was approved all voting aye.

Mrs. Pesses discussed the services that might be obtained by joining the Council of Community Services of NYS, Inc. Membership is \$100.00 per year for organizations with an annual budget of less than \$500,000.00 and they provide services to not-for-profit organizations. Mrs. Pesses will check to see if they might be available to come to our November meeting to explain the advantages of belonging to their organization.

Mrs. Pesses discussed the need to get our Policy manual together and to get our registration packet done and reviewed. Mrs. Pesses will ask MVLS for their help with the registration information. Ms. Batchelor and Mr. Fisher agreed to serve on the Policy Committee.

Mr. Fisher informed the Trustees that the Gloversville Library Foundation held a meeting and elected their directors. Mr. Wood was elected president and took over the meeting from the resigning directors and officers who were the directors and officers of incorporation. Mr. Wood informed the Directors of the process the Gloversville Free Library Trustees needed to go through to dissolve and transfer the endowment funds to the Foundation. This is expected to take several months with court approval needed to dissolve the Free Library and distribute the assets.

Mr. Ephraim reviewed the status of the by-laws with the Trustees. The Committee has met and worked on the by-laws using a copy of the Northville Library's by-laws and the Gloversville Free Library by-laws as examples. Carol Clingan, Director of MVLS has reviewed the committee's work and suggested several changes. The Committee will be meeting to consider these changes and will have their recommendation for the October meeting for the Trustees. The Trustees will review and probably vote to approve at the November meeting.

In Mrs. Klohck's absence, Ms. Madonna gave a report on the personnel committee. The Committee met and reviewed the employee handbook and noted some updates are needed. This will be updated in connection with our employees becoming civil service employees and other changes as needed. This will be presented to the Trustees for review and approval when completed.

Ms. Madonna informed the Trustees that several employees had left over personal time and vacation time from the Gloversville Free Library and that she felt that this should be allowed to carry over to our new reporting year of July 1, 2005 to June 30, 2006 so that it could be used in the first six months of 2006 if not used by December 31, 2005. Ms. Batchelor made a motion, seconded by Mr. Heacock, to allow these days to be carried into the year of July 1, 2005 through June 30, 2006. This was approved all voting aye.

Ms. Madonna informed the Trustees that Patricia Franco has accepted the position of Director at MVLS. Ms. Madonna also informed the Trustees that the Common Council has done away with their liaison policy so we will no longer have a representative from the Common Council assigned to our meetings. Ms. Madonna also informed the Trustees that she will be meeting with Mrs. Fleischut and Mrs. Klohck to continue to work on the position duty statements for each employee for civil service classifications.

Ms. Madonna informed the Trustees that she would be giving a deposition to do with the lady that fell on the Library steps in June 2004. This is the City's lawsuit but we were asked to give a deposition.

Ms. Madonna informed the Trustees that Marcia Buffet would be at the Library on October 11, 2005 for a book signing.

Ms. Madonna informed the Trustees that MVLS will be participating in a grant with the Capital District Library Council, Southern Adirondack, Upper Hudson, and Mid-Hudson Library Systems to aid libraries in needs assessment of their patrons while specifically targeting health, lifetime learning and youth awareness. To participate we need two staff members or one staff member and one trustee. This is a two-year grant.

Ms. Madonna reported that the pigeons are still a problem and that she has been leaving messages for the company to come and inspect the situation. We have not paid them the remaining money due of \$2,000.00 or the \$748.48 for the use of the lift at this time.

Ms. Madonna asked the Trustees if they would approve her going to a conference on October 7, 2005. Mr. Heacock made a motion, seconded by Mr. Fisher, to approve Ms. Madonna going to the conference in Guilderland. This was approved all voting aye.

Ms. Madonna asked the Trustees if they would consider hosting the Chamber of Commerce "Business after Hours" sometime in the spring with the Friends helping. The Trustees felt this would be a good promotion for the Library.

Mrs. Pesses informed the Trustees that the Board Orientation dates of October 4th and October 11th had been set with Carol Clingan, Director of MVLS, coming on the 4th and Ms. Madonna, Interim Director of the Library, conducting the meeting on the 11th. Both meetings will be at the Library from 6:30 PM to 8:30 PM.

Ms. Madonna informed the Trustees that we still had not received our charter and that she would check on the status. Ms. Madonna also informed the Trustees that we were making our Library services to the community known at the elementary open houses in Gloversville.

The next meeting of the Board of Trustees was set for October 18, 2005 at 6:30 PM at the Library.

Mr. Fisher made a motion, seconded by Mr. Heacock to adjourn the meeting at 8:30 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Patricia Klohck
Secretary