

Minutes of The Gloversville Public Library Board of Trustees
December 20, 2005

The Gloversville Public Library Board of Trustees held a meeting on December 20, 2005 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:00 P.M.

The following trustees were present David Fisher, Patricia Klohck, Michael Ponticello, Christine Pesses, Elizabeth Batchelor, Jay Ephraim and David Heacock. Michael Frank, Financial and Recording Secretary and Barbara J. Madonna, Director also attended the meeting. No members were absent from the meeting.

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

Mrs. Pesses asked Mrs. Klohck to review the minutes of the meeting of November 15, 2005 with the Trustees. Mrs. Klohck asked if there were any corrections or additions to the minutes of the meeting of November 15, 2005. Hearing none, Mr. Heacock made a motion, seconded by Mr. Ponticello, to approve the minutes as presented. This motion was approved all voting aye.

Mr. Frank reviewed the Treasurer's Report for November 2005 with the Trustees. Mr. Frank reviewed the income received and the expenses paid for the month of November and the year to date. Mr. Frank explained that he will continue to report the income cash figures and expenses for the Public Library and the Free Library separately until the funds are combined so the Trustees will see the actual budget numbers and the remaining cash balance on a monthly basis. Mrs. Klohck made a motion, seconded by Mr. Fisher and passed all voting aye to accept the Treasurer's report as presented.

Mrs. Pesses informed the Trustees that Ms. Batchelor had agreed to be on the Budget and Finance Committee with Mr. Heacock, Mr. Frank and Ms. Madonna.

Mrs. Pesses reviewed a letter from the NYS Retirement System with the Trustees. It appears in the letter that we have a choice of joining or not joining. Since this caused some confusion the Trustees asked Ms. Madonna to check with the NYS Retirement System to get clarification on this matter. The Trustees will vote on this at the January 2006 meeting.

Ms. Madonna informed the Trustees that our health insurance plan was up for renewal in January 2006. The insurance company proposed a 5% rate increase for next year. In order to get this locked in for next year Ms. Madonna emailed the members of the Finance Committee with this information. Mr. Heacock and Mrs. Pesses felt we should go ahead with this proposal. We are planning to try to get this on a fiscal year basis for the year beginning July 1, 2006.

Ms. Madonna informed the Trustees that the IRS had increased the allowable mileage rate for business travel due to the high cost of gasoline over the summer and fall. Mr. Fisher made a motion, seconded by Mrs. Klohck, to reimburse the Library employees at the most recent effective IRS mileage rate for all business related travel in the future. This was approved all voting aye.

Mrs. Pesses felt that the Finance Committee should hold a meeting prior to the next regular Board meeting to begin working on a budget for next year and also to discuss the process of finding a CPA to conduct our yearly audit. The members of the Committee agreed to meet at the Library on January 4, 2006 at 4:00 P.M.

Mrs. Pesses reviewed the meeting that she and Ms. Madonna and Mr. Frank had with representatives from the Council of Community Services of New York State. Our feeling was that for the \$100 yearly membership fee this would give us a good source of information and assistance as we proceed with the new Library organization. We also might be able to save some money on insurance and legal help in the future. Mr. Ponticello made a motion that we apply for membership. This was seconded by Mr. Fisher and approved all voting aye.

Mrs. Pesses informed the Trustees that she had met with Ms. Madonna and that they had prepared a five-year plan of service for the Library. Copies were distributed to the Trustees for their review prior to the January 2006 meeting.

Mrs. Pesses distributed the 10 policies that were prepared by the AD Hoc Policy Committee for the first read through with the Trustees. After considerable discussion and some changes the Trustees agreed to do a final review and approve these policies at the January 2006 meeting. The Committee will also be preparing policies on Circulation and Harassment for review in January.

Mrs. Pesses distributed copies of a letter of employment for Ms. Madonna for the Trustees to review. After discussion, Mr. Heacock made a motion to approve the letter of employment with noted corrections. This was seconded by Ms. Batchelor and approved all voting aye.

Mrs. Pesses asked the Trustees if the review of the Employee Handbook could be put off until the January 2006 meeting. This was approved all voting aye. Performance evaluations will also be done in 2006.

Mrs. Pesses distributed copies of the By-Laws as prepared by the By-Laws Ad Hoc Committee. After reviewing the changes made, Mrs. Klohck made a motion, seconded by Mr. Heacock, to approve the By-Laws as presented with changes. This was approved all voting aye.

Mrs. Pesses informed the Trustees that Mr. Fisher had agreed to be on the Building Committee with Mr. Ephraim. The Committee will convene a meeting sometime in January 2006.

Ms. Madonna presented a proposal from the Literacy Volunteers for us to contribute \$1,500 toward the support of their people that work with the children in the 21st Century program. After considerable discussion the Trustees felt that this was not a mission of the Gloversville Public Library and denied the request.

Ms. Madonna informed the Trustees that the Friends of the GFL would be providing punch and cookies from 1 to 5 P.M. on Friday December 23rd for staff appreciation and recognition day.

Ms. Madonna informed the Trustees that the Library would be participating in First Night again this year with the Friends and the Soroptomists conducting programs at the Library. The Library also will be closing at 1:00 P.M. on December 24th and December 31st.

Mr. Ponticello reported that the Gloversville Library Foundation held a meeting on December 7, 2005 to elect officers and establish committees.

Ms. Madonna informed the Trustees that the grab bar was in and had been installed and that our inspection would be scheduled for sometime after January 1st.

Ms. Madonna informed the Trustees that the fire department would provide a ladder truck and a fireman to install additional strips of anti-pigeon spikes around the windows under the supervision of Rentokil.

Ms. Madonna informed the Trustees that the City of Gloversville had paid the Free Library the \$2,500 support payment for the six-month period ending June 30, 2005.

Ms. Madonna informed the Trustees that she had received a letter from Senator Farley's office telling us that we would be getting a grant check for \$25,000. The Trustees felt that we should look to use this for some special project to be determined by the Director and the Trustees.

Mrs. Pesses discussed, with the Trustees, setting up an Ad Hoc Technology Committee to determine our planned direction with technology issues at the Library. This Committee will be formed in the near future after other Ad Hoc committee work is completed.

Mrs. Pesses also discussed, with the Trustees, the need to establish a disaster plan for the Library. An Ad Hoc Committee will be appointed to work on this project.

Mrs. Pesses informed the Trustees that she would find out from the Gloversville School District when we should have a budget ready for the public and also what the regular voting date will be for the 2006 school budget vote.

The next meeting of the Board of Trustees was set for January 17, 2006 at 6:30 PM at the Library.

Mr. Heacock made a motion, seconded by Mrs. Klohck to adjourn the meeting at 9:30 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Patricia Klohck
Secretary