

Minutes of The Gloversville Public Library Board of Trustees
January 17, 2006

The Gloversville Public Library Board of Trustees held a meeting on January 17, 2006 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 Fisher, Patricia Klohck, Christine Pesses, Elizabeth Batchelor, Jay Ephraim and David Heacock. Michael Frank, Financial and Recording Secretary and Barbara J. Madonna, Director also attended the meeting. Michael Ponticello 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 Mrs. Klohck to review the minutes of the meeting of December 20, 2005 with the Trustees. Mrs. Klohck asked if there were any corrections or additions to the minutes of the meeting of December 20, 2005. Hearing none, Mr. Heacock made a motion, seconded by Ms. Batchelor, to approve the minutes as presented. This motion was approved all voting aye.

Mr. Frank reviewed the Treasurer's Report for December 2005 with the Trustees. Mr. Frank reviewed the income received and the expenses paid for the month of December 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.

Mr. Heacock reported that the Budget and Finance Committee had held two meetings and had started to develop a budget for the fiscal year from July 1, 2006 through June 30, 2007. To date the Committee has been working on expense projections for the year and will be meeting again to review and discuss expected income for the year ending June 30, 2007. Ms. Madonna will be checking with the Council of Community Services to see if we can realize any cost savings on our insurance policies. Mr. Heacock informed the Trustees that he expected to have a preliminary budget ready for review with the Board at the February 2006 meeting.

Mr. Heacock informed the Trustees that we were not required by law to have a complete audit. He explained that there were three courses of action we could take; a full audit, a review or a compilation of our records. We will send out RFPs to at least three CPA firms to get quotes on doing this work for the Library.

Mrs. Klohck reviewed the Employee Handbook with the Trustees. After discussion, Mr. Heacock made a motion to approve the Handbook with changes noted. Ms. Batchelor seconded this motion and it was approved all voting aye.

Mrs. Klohck reviewed the forms to be used to evaluate the Director and the employees on an annual basis. The employees will also be given a form to evaluate the Director. These will be collected and compiled for the Personnel Committee by the Principal Library Clerk. The employees will be reviewed by the end of May 2006 and the Director's review process will begin in February 2006.

Ms. Batchelor reviewed all the policies that the Ad Hoc Policy Committee had developed and also the policies that were suggested by the American Library Association (ALA) for adoption. Mr. Heacock made a motion, seconded by Mrs. Klohck, to adopt the following policies as recommended by ALA:

Policy on Confidentiality of Library Records

Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights
Freedom to View Statement.

This was approved all voting aye.

Mr. Heacock also made a motion to adopt the following policies developed by the Ad Hoc Policy Committee, with corrections noted:

Behavior and Environment (with Child Behavior and Supervision)

Circulation

Collection Development (with Reconsideration of Materials form)

Donations, Bequests and Gifts

Ethics Policy for Trustees

Harassment

Homebound Services

Internet and Computer

Meeting Room Use

Personnel Policy

Public Notice Bulletin Board

Supporting Organizations

Tutoring

Ms. Batchelor seconded this motion and it was approved all voting aye. Mrs. Pesses also suggested that these policies be reviewed at least annually for updates or corrections as needed.

Mr. Ephraim gave a report from the Building and Grounds Committee. The Committee met and toured the building and made a list of things needing attention. A discussion followed as to where the City's responsibilities stopped and the Library's began regarding repair and maintenance of the building. Mr. Heacock discussed the ongoing relationship the Library has had in the past with the City and suggested that we should probably set up an informal meeting with the new mayor and possibly some council members to work with the City and the Fire Department on these issues. The Trustees agreed with this suggestion. The Trustees agreed that the main priority item should be a plan to evacuate the second floor of the building in case of a fire or other emergency.

Mrs. Pesses reviewed the Five Year Plan of Service with the Trustees. This Five Year Plan of Service was based on the Gloversville Free Library's Five Year Plan of Service and updated for any changes needed. Mr. Heacock made a motion to approve the Five Year Plan of Service as presented. This was seconded by Mrs. Klohck and approved all voting aye.

Mrs. Pesses also informed the Trustees that we would need to develop a Finance Policy. The Budget and Finance Committee will work on this.

Mr. Heacock reported on the progress of dissolving the Gloversville Free Library. Since the Gloversville Free Library was never chartered by the Board of Regents they are not required to approve the dissolution of the Free Library. Due to this discovery Jeremiah Wood, attorney for the Library in this matter, requested a postponement of our court hearing until February 13, 2006 to make some changes in our petition to dissolve and distribute the assets of the Free Library. Mr. Wood hopes this will be completed and approved by the court before our February meeting.

Ms. Madonna informed the Trustees that after some discussion with the technical support staff at the Joint Automation group it was determined that a Technology Committee was not needed at this time. It was recommended that we plan for two new computers in our budget each year so that we will be gradually replacing our hardware and not be faced with all older computers in a few years. The Trustees agreed with this recommendation.

Ms. Madonna also informed the Trustees that she had left word with Michael Goldberg's office in New York City that we were ready to schedule our inspection of the handicapped accessible entranceway.

Ms. Madonna informed the Trustees that Rentokil would be here on Thursday to install additional strips around the windows to keep the pigeons away.

Ms. Madonna also informed the Trustees that the Library is now a member of the Council of Community Services of New York State and that we could use their services whenever needed. We should be getting our membership packet soon since they prepare these twice a month.

Ms. Madonna also discussed weather closings with the Trustees. The Trustees recognized that closing due to weather is a judgment call and approved of the decisions made to date regarding the storms we have received so far this winter. The Trustees felt that school closings should not be used as a guideline for the Library as the schools face different issues with the busing of students.

Mr. Fisher informed the Trustees that the Foundation did not meet this month and that a meeting is scheduled for February 2, 2006 at 4:00 P.M.

Mrs. Klohck made a motion, seconded by Mr. Fisher, to offer New York State Retirement System benefits to all employees as the only retirement benefits available to the Library employees. This was approved all voting aye. Mrs. Klohck offered the following resolutions approving participation in the New York State and Local Employees' Retirement System:

“BE IT RESOLVED: that the governing board of the Gloversville Public Library does hereby elect to participate as an employer in the New York State and Local Employees Retirement System and approves inclusion of its officers and employees in such system, in accordance with any and all of the laws governing such participation as set forth in the Retirement and Social Security Law, as presently or hereafter amended, together with any administrative rule, regulation or directive governing same.”

“BE IT RESOLVED: that the governing board of the Gloversville Public Library does hereby elect to provide the additional pension benefits of Section 75-c of the Retirement and Social Security Law, as presently or hereafter amended.”

“BE IT FURTHER RESOLVED: that these elections shall be effective on the 20th day of January 2006.”

These resolutions were unanimously approved all voting aye.

Ms. Batchelor made a motion, seconded by Mrs. Klohck, to hold the Library vote each year separately from the school district vote. This was approved all voting aye. Mrs. Klohck made a motion to hold this years' Library vote on May 2, 2006. This was seconded by Ms. Batchelor and approved all voting aye. Mrs. Klohck made a motion, seconded by Mr. Heacock, to have one voting site for this years election, the Library, with three voting machines. This was passed with 5 voting in favor and 1 opposed.

Mrs. Pesses informed the Trustees that next month we would discuss non-resident borrower issues and a public relations policy to include practices and funding.

The next meeting of the Board of Trustees was set for February 21, 2006 at 6:30 PM at the Library.

Mrs. Klohck made a motion, seconded by Ms. Batchelor to adjourn the meeting at 9:20 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Patricia Klohck
Secretary