

Minutes of The Gloversville Public Library Board of Trustees
February 21, 2006

The Gloversville Public Library Board of Trustees held a meeting on February 21, 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, Michael Ponticello, Patricia Klohck, Christine Pesses, Elizabeth Batchelor, Jay Ephraim and David Heacock. Michael Frank, Financial and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library and John Blackmon, President of the Friends of the Library, also attended 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 January 17, 2006 with the Trustees. Mrs. Klohck asked if there were any corrections or additions to the minutes of the meeting of January 17, 2006. Hearing none, Mr. Fisher made a motion, seconded by Mr. Heacock, to approve the minutes as presented. This motion was approved all voting aye.

Mr. Frank reviewed the Treasurer's Report for January 2006 with the Trustees. Mr. Frank reviewed the income received and the expenses paid for the month of January and the fiscal 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 a meeting and had developed a preliminary budget for the fiscal year from July 1, 2006 through June 30, 2007 showing a shortfall of \$10,200. Copies of these numbers were distributed to the Trustees for review. After considerable discussion, Mr. Heacock recommended that we increase the General Donations line on the income projection by \$9,000 to a total of \$29,000, reduce the Audit Expense by \$1,000 to \$4,000 and reduce Events and Programming by \$200 to \$1,800 to bring the preliminary budget into balance. The Trustees felt that this was a good suggestion. Ms. Madonna and the Trustees will be reviewing our custodial services, insurance and our audit expense after we obtain additional information to see if any cost savings can be realized. Mrs. Pesses also plans to attend the Friends meeting in March to see what their plans might be for funding for the Library in the coming budget year.

Mr. Frank discussed the need to have our deposits collateralized if they are in excess of FDIC insurance limits. Our new bank, NBT Bank, uses Bank of New York as a third party to hold securities in an escrow account to cover our excess deposits. Mrs. Klohck

made a motion, seconded by Mr. Fisher; to approve the President and Treasurer as authorized signers on this escrow agreement. This was approved all voting aye.

Mrs. Pesses discussed the RFP for an audit or compilation of the Library's financial records. Mrs. Pesses informed the Trustees that a full audit of the Library's books and records is not required by law. Mr. Ponticello made a motion, seconded by Ms. Batchelor, to authorize the Finance Committee to solicit CPAs for a compilation review and review of our books and records and to report to the Trustees on their findings at the September 2006 meeting. This was approved all voting aye.

Mrs. Klohck made a motion, seconded by Mr. Heacock, to go into Executive Session to discuss a personnel matter.

Mr. Heacock made a motion, seconded by Ms. Batchelor, to come out of Executive Session. This was approved all voting aye. Upon the conclusion of the Executive Session the Trustees authorized Ms. Madonna to proceed with the recommendation of the Personnel Committee regarding the hours worked by the Head of Children's Services.

Ms. Madonna discussed the shortage of employees, as we have not replaced some part time people who have left our employ. Mrs. Klohck made a motion, seconded by Ms. Batchelor to advertise and hire one full time position and one part time position if Ms. Madonna feels it necessary. This would be in place of three part time positions that are currently open.

Mrs. Pesses discussed the need for a Finance Policy for the Library. The Finance Committee will work on this in the near future after the budget is completed. Mrs. Pesses also discussed the need to set up a schedule for annual reviews of all our policies.

Mr. Ephraim gave a report from the Building and Grounds Committee. The Committee met with Mayor Hughes and toured the Library discussing various items needing attention. The most serious problem discussed was the leaking roof. Also an alarm system for fire, smoke, heat and burglary was discussed. Ms. Madonna informed the Trustees that she had gotten a price of \$11,500 from Fulton County Electric for an ADT-type system. Ms. Madonna will discuss this further with the Mayor to see if the City's electrician could do some of the wiring, etc. to possibly reduce the costs of this project. Mr. Ephraim also commended Ms. Madonna for her presentation of the building and grounds to the mayor.

Mrs. Pesses informed the Trustees that we needed to pass a resolution to submit our application for registration to the State Education Department. Ms. Batchelor made a motion, seconded by Mr. Heacock, to authorize the submission of the application for registration to the State Education Department. This was approved all voting aye.

Mrs. Pesses also informed the Trustees that petitions for trustee candidates had to be in to the Library by March 31, 2006.

Mrs. Pesses also informed the Trustees that we needed to pass a resolution to approve filing the State annual report through MVLS. Mr. Heacock made a motion, seconded by Mr. Ponticello, approving the filing of the State Annual Report for the year ended December 31, 2005 with MVLS. This was approved all voting aye.

Mrs. Pesses informed the Trustees that she was going to write a letter to the editor to once again explain that the handicap access entrance was not funded with public monies but was done with gifts to the Free Library that the Trustees designated as Building Funds to be used for items that became necessary. We were required to complete a plan of action to make the first floor of the Library handicapped accessible.

Ms. Madonna discussed various workshops that were coming up that would be of interest to the Trustees and the staff. Several Trustees said they would try to attend some of the workshops.

Ms. Madonna also informed the Trustees that March 14, 2006 was Library Lobby Day in Albany. This is a good time for Trustees and others to go and express their thanks to Senator Farley and others who keep library funding as an important item in the State's overall financial picture. This is also an opportunity to explain how the lack of designated state funding for libraries impacts services and construction needs.

Mr. Blackmon discussed the Friends Adirondack Storytelling/Music Program to be held in the Library lobby on March 22, 2006 at 7:15 P.M. All are welcome to attend.

Mr. Fisher reported that the Foundation had met on February 2, 2006 and that the Judge had approved the Free Library's petition to dissolve and distribute its assets. The Attorney General's office had previously approved the Free Library's request.

Ms. Madonna reported that the pigeons are still there to some degree but they don't seem to be nesting anywhere at this point. She will keep us informed.

Mrs. Pesses informed the Trustees that we would need to do some futuring to determine what the needs of the community will be over the next 5 years. We will look to CCSNYS to help us with this project.

Mrs. Pesses also discussed the need to look at making the entire building accessible to all as a project for the future. Some copies of old feasibility studies were distributed to the Trustees to see what had been done to date.

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

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

Michael J. Frank

Recording Secretary

Patricia Klohck
Secretary