

Minutes of The Gloversville Public Library Board of Trustees

March 21, 2006

The Gloversville Public Library Board of Trustees held a meeting on March 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 February 21, 2006 with the Trustees. Mrs. Klohck asked if there were any corrections or additions to the minutes of the meeting of February 21, 2006. Mrs. Pesses mentioned that the petitions for trustee candidates had to be in to the Library by March 31, 2006 instead of the School District as previously reported. This correction to the minutes was noted. Mr. Ponticello made a motion, seconded by Mr. Fisher, to approve the minutes as presented with the correction noted. This motion was approved all voting aye.

Mr. Frank reviewed the Treasurer's Report for February 2006 with the Trustees. Mr. Frank reviewed the income received and the expenses paid for the month of February and the fiscal year to date. Mr. Frank explained that the income cash figures and expenses for the Public Library and the Free Library will be consolidated at the end of next month now that the court has signed off on the transfer of assets to the Public Library and the Foundation. Mr. Ephraim asked what would happen to the funds if the Library's income exceeded expectations for the year. Mr. Heacock explained that if this was not used for additional expenses it would become part of the fund balance to help cover our expenses for the three month period from July to September in the following year prior to the Library receiving their tax appropriation from the School District. Mr. Fisher made a motion, seconded by Mrs. Klohck and passed all voting aye to accept the Treasurer's report as presented.

Mr. Heacock reported that the Budget and Finance Committee had held several meetings and had completed a budget for the fiscal year from July 1, 2006 through June 30, 2007 showing total expenses of \$378,700. Copies of these numbers were distributed to the Trustees for review. Mr. Heacock explained that the original projection showed a shortfall in income to balance the budget of approximately \$10,000. The Friends of the Gloversville Library have approved a line item for the fiscal year ending June 30, 2007 of \$10,000 to be used to help fund the book item line of the budget. The Trustees expressed their thanks to Mr. Blackmon and the Friends for their continued support of the Library. After considerable discussion, Mrs. Klohck made a motion, seconded by Ms. Batchelor,

to approve the budget at \$378,700 for the fiscal year ending June 30, 2007. This was approved all voting aye. Mrs. Pesses expressed her thanks to the Finance Committee and the Friends for their continued commitment to the Library.

Mr. Heacock informed the Trustees that a RFP would be going out soon for a compilation of the Library's financial records.

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 Mr. Fisher, to come out of Executive Session. This was approved all voting aye.

Ms. Madonna reviewed the continuing need for additional part time employees in the adult department and the children's department and informed the Trustees that after interviewing eight possible candidates for a position in the adult department she had decided to hire Linda Callahan. Ms. Madonna also will be reviewing the other candidates to see if any of them might work out in the children's department.

Mrs. Pesses discussed the need for a Finance Policy and Public Participation at Board Meetings Policy for the Library. Ms. Batchelor will set a date for the Ad Hoc Committee to get together to discuss these policies and also to set a review schedule for the existing policies.

Mr. Ephraim gave a report from the Building and Grounds Committee. The Committee had a follow up meeting with Mayor Hughes. They discussed the deterioration of the concrete in front of the building, the need for a fire escape from the second floor, the need for painting around the windows and the leak problems with the roof. Mayor Hughes agreed that these were things that the City should take care of since they own the building. Mayor Hughes will see if the City's electrician can help with the installation of a security system for the Library if the Library buys the system. Ms. Madonna informed the Trustees that Mayor Hughes thought it might be possible to buy a used fire escape and that one might be available in Johnstown. Ms. Madonna informed the Trustees that we still needed to install a Panic Bar on the outside door of the handicap entrance and that she had gotten a price of \$500 from Gifford Glass and Aluminum in Amsterdam to do the job. Mr. Heacock mad a motion, seconded by Mr. Fisher to proceed with this installation. This was approved all voting aye. Ms. Madonna also informed the Trustees that the inspection of the handicap entrance by Mr. Goldberg was being done with the use of photographs and that she did not expect him to come up from New York City.

Mrs. Pesses informed the Trustees that she and Ms. Madonna had met with Roger Rooney, the Assistant Superintendent of the Gloversville Enlarged School District, regarding the education affiliation of the Library with the School District. Mr. Rooney will try to get programs and other things going on at the Library in the newsletter that goes out to the Gloversville School District voters. We will also try to get the Library's

programs mentioned in the School's lunch menu on television. The Trustees felt that we need to take advantage of any free PR we can get since we don't have a budget line for advertising the Library.

Mrs. Pesses informed the Trustees that the Library would be running our own election this year. The Common Council approved the Library using their voting machines. The Library will need to hire someone to set up the machines for the vote. The Trustees agreed to have the Library be the only polling place for our election. Ms. Madonna informed the Trustees that the Saratoga Library had given us information on running our own election and that she and Mr. Fisher were going to meet with Cathy Meher and Paul Blowers at the Gloversville School District to get additional information on what needs to be done. Ms. Madonna also informed the Trustees that we needed to appoint an Election Clerk for our election. Mrs. Klohck made a motion, seconded by Mr. Heacock, to appoint Ms. Madonna as the Election Clerk for 2006. This was approved all voting aye.

Mrs. Pesses informed the Trustees that a change needed to be made to the Bylaws regarding the vote for Trustees. The highest number of votes would get the longer term and the next highest would get the shorter term in the event there are multiple candidates for office. This will be presented to the Trustees for discussion and approval at the April meeting.

Mrs. Pesses discussed the need to schedule some workshops with the Trustees to work on updating and developing a comprehensive 5 Year Plan and also to discuss the overall building spacing etc. This would all lead to the future planning for the Library. Ms. Batchelor and Mrs. Klohck agreed to serve on the PR Committee.

Ms. Madonna distributed a list of upcoming workshops for staff and Trustees. Several Trustees said they would try to attend some of the workshops.

Ms. Madonna also informed the Trustees that Library Lobby Day in Albany was well attended. Ms. Madonna also suggested that we send a letter to Senator Farley expressing our sincere thanks for all his help financially and also with the various people that he lined up for us to help with getting our vote passed in 2005.

Ms. Madonna also reminded the Trustees of the Friends Adirondack Storytelling/Music Program to be held in the Library lobby on March 22, 2006 at 7:15 P.M. Also the Friends will hold their annual Walk-a-thon on May 18, 2006 along the Rail Trail. All are welcome to come and participate.

Ms. Madonna gave a report on the Disaster Plan progress. Barb and Donna attended a workshop in Albany where various items were discussed and also training with the Fire Department will be scheduled for the near future.

Ms. Madonna also informed the Trustees that our Registration Packet had been approved by the Board of Regents.

Mr. Fisher reported that the Foundation had not met since their meeting on February 2, 2006 but that the Judge had approved the dissolving of the Free Library and transferring the assets to the Public Library and to the Gloversville Library Foundation. These transfers are in the process of being completed.

Mr. Frank discussed the balance of approximately \$155,000 in the Building Fund money market account. Mr. Fisher made a motion, seconded by Mrs. Klohck, to put \$100,000 into a certificate of deposit for up to one year and the balance into a new money market account for the Public Library. This was approved all voting aye. Mr. Frank will attend to the detail on this with NBT Bank.

The next meeting of the Board of Trustees was set for April 18, 2006 at 6:30 PM at the Library.

Mr. Heacock made a motion, seconded by Mr. Fisher to adjourn the meeting at 8:50 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Patricia Klohck
Secretary