

**Draft Minutes of The Gloversville Public Library Board of Trustees**  
April 18, 2006

The Gloversville Public Library Board of Trustees held a meeting on April 18, 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, Christine Pesses, Elizabeth Batchelor, Jay Ephraim and David Heacock. Michael Frank, Financial and Recording Secretary and Barbara J. Madonna, Director of the Gloversville Public Library, also attended the meeting. Michael Ponticello and Patricia Klohck were 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 March 21, 2006 with the Trustees. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting of March 21, 2006. Ms. Batchelor noted that she and Mrs. Klohck had agreed to serve on the PR Committee but had not agreed to help with setting up workshops for the Trustees. This correction to the minutes was noted. Mr. Heacock 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 March 2006 with the Trustees. Mr. Frank reviewed the income received and the expenses paid for the month of March and the fiscal year to date. Mr. Frank explained that the income cash figures and expenses for the Public Library and the Free Library were now consolidated and that the investments and principal funds of the Free Library had been transferred to the Foundation. Mr. Fisher made a motion, seconded by Ms. Batchelor and passed all voting aye to accept the Treasurer's report as presented.

Mr. Frank also discussed the Baker and Taylor book lease bill that is normally paid in May or June each year. Since the Library was not sure of its direction last year the bill was not paid until August of 2005 which caused it to be part of the book expense in the current year's budget. Mr. Frank and Ms. Madonna recommended that we pay the bill this year to get back on track with getting our 2% discount since this saves the Library in excess of \$200. The Trustees agreed with this recommendation.

Mr. Heacock reported that the previously approved budget needed a slight change in the wording of the income section. Since the majority of the former investment income will now come from the Foundation Mr. Frank suggested that we break out the Foundation income as a separate line item of \$135,000 and show Investment Income of \$5,000, primarily relating to the interest earned on the money market account containing Library funds. The Trustees agreed with this recommendation. Mr. Heacock also

reported that the Budget and Finance Committee had not met since the last meeting of the Board of Trustees.

Mrs. Pesses reviewed the change to the By-laws of the Public Library regarding the annual vote for Trustees. The change states that the candidate receiving the second most votes will get the next longest term of office if more than one term of office is up for election in the current year. Mr. Heacock made a motion, seconded by Mr. Fisher, to approve this change. This was approved all voting aye.

Ms. Madonna informed the Trustees that she is still reviewing candidates for the part time position in the Children's Room. Ms. Madonna also informed the Trustees that she has been reviewing what the Library will need to do if we decide to bid out the custodial services for the Library. This should be done before July 1, 2006 so that we can adjust the budget accordingly if needed.

Ms. Batchelor reviewed the Ad Hoc Committee's suggestions for a Public Participation in Board Meetings policy. The Trustees will review this further before adopting at a future meeting.

Mr. Ephraim gave a report from the Building and Grounds Committee. The Committee did not meet since the last Trustee's meeting but some items were noted. Ms. Madonna informed the Trustees that our garbage pickup by the City should start soon. Ms. Madonna also informed the Trustees that a sizable grant for construction projects would be available in September and that we should review possible projects to see if we can get some funding from this grant money. Ms. Madonna also informed the Trustees that our Panic Bar had been installed at the new entrance and that all locks had been re-keyed throughout the Library.

Mrs. Pesses informed the Trustees that Ms. Madonna had been coordinating the election with the help of Mr. Fisher. Ms. Madonna reported that voter registration day was held today, April 18, 2006 and that absentee ballots were mailed out on April 15, 2006. Applications for absentee ballots are available at the Library and the Library's web site also contains information on getting an absentee ballot from the Library. Ms. Madonna also handed out sample ads for the upcoming election and the consensus was that the larger ad was the one we should run in the Leader Herald and the Gazette. Four poll workers have been hired, the City D P W will deliver the voting machines, and the person has been hired to set up the machines. The School District is putting the poll registration books together for us. The total cost of this is estimated to be \$2,257.40 per Ms. Madonna.

Mrs. Pesses informed the Trustees that a special meeting of the Trustees would need to be held on Tuesday, May 2, 2006 at 9:15 PM to certify the results of the election. Mr. Heacock will preside over this meeting.

Ms. Madonna informed the Trustees that a building workshop would be held at the Schenectady County Public Library on April 27, 2006 if any Trustees would like to attend.

Ms. Madonna also informed the Trustees that she and Ellen Wood had checked on getting urns for the front of the Library. Ellen has expressed interest in buying one for the Library and the Library will purchase the other with funds previously donated to buy new flower boxes. We will also be getting a bench from the City DPW for the new entrance area. Merry Dunn Brown and Ellen Wood will take care of the plantings for the Library this year. Ms. Madonna also informed the Trustees that this Thursday had been designated as clean up day at the Library for the lawn, etc.

Ms. Madonna informed the Trustees that she had hired Linda Callahan as the new part time employee in the adult department. She retired from the Canajoharie school system after 35 years of teaching 2<sup>nd</sup>, 3<sup>rd</sup> and 5<sup>th</sup> grades.

Ms. Madonna discussed the continuing problem of lost items at the Library through items not being returned and just plain theft. Mr. Heacock agreed to meet with Barb and the Mayor and possibly the Chief of Police to see what might be done as far as taking legal action against these people.

Ms. Madonna reported that Donna Kuhner and Sherry Gennett had completed the Equal Access workshops sponsored by the Gates Foundation and that she would have a report on this for next month's meeting.

Mr. Fisher reported that the Foundation had not met since their meeting on February 2, 2006 but that all Free Library endowment assets had been turned over to the Foundation.

Mrs. Pesses informed the Trustees that Ms. Madonna's evaluation still needed to be completed by the Personnel Committee.

Mr. Ephraim informed the Trustees that he had attended a workshop on library publicity with Ms. Madonna and Mrs. Kuhner in Rotterdam. Mr. Ephraim handed out a list of many suggestions from the group that attended on different things that could be done, some with little or no cost to the Library. This will be discussed further to see what our Board might want to consider.

Ms. Madonna also informed the Trustees that the MVLS annual dinner will be held at Lanzi's restaurant in Mayfield this year on May 24<sup>th</sup> and that more information will be available soon for anyone wishing to attend.

The next regular meeting of the Board of Trustees was set for May 16, 2006 at 6:30 PM at the Library.

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

Michael J. Frank  
Recording Secretary

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Patricia Klohck  
Secretary