

Minutes of The Gloversville Public Library Board of Trustees
May 16, 2006

The Gloversville Public Library Board of Trustees held a meeting on May 16, 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, Patricia Klohck, 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 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 if there was anything anyone from the Public wished to present at this time. Hearing nothing, the regular meeting was convened.

Mrs. Pesses asked the Trustees to review the minutes of the meeting of April 18, 2006 and the Special Meeting of the Trustees on May 2, 2006. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting of April 18, 2006 or the special meeting of May 2, 2006. Hearing none for either meeting, Mr. Heacock made a motion, seconded by Mr. Fisher, to approve the minutes of both meetings as presented. This motion was approved all voting aye.

Mr. Frank reviewed the Treasurer's Report for April 2006 with the Trustees. Mr. Frank reviewed the income received and the expenses paid for the month of April and the fiscal year to date. Mr. Frank explained that the receipts from the Foundation would be on a one-month lag as the Foundation must collect the income on their investments and deduct any expenses before transferring the remaining balance to the Library. Mr. Fisher made a motion, seconded by Mrs. Klohck and passed all voting aye to accept the Treasurer's report as presented.

Ms. Batchelor reported that she and Ms. Madonna, Mrs. Kuhner and Mr. Frank had attended the Finance Workshop presented by MVLS at the Rotterdam Library on May 15, 2006. All attending felt that this was a worthwhile workshop and that we came away feeling that our Library was handling our overall finances on a much better basis than several of the other libraries that attended. Mr. Frank will get together with Ms. Madonna and Mrs. Kuhner to work on a better system of tracking our expenses so the staff will have a better understanding of where we are in relation to budget, etc.

Mrs. Pesses reported that there was nothing to report from the By-Laws Ad Hoc Committee.

Mrs. Klohck informed the Trustees that the Personnel Committee was working on the Director's evaluation and hoped to have it completed sometime next week. Ms. Madonna informed the Trustees that she had hired Nancy Cole as the part time clerk for the Children's Department. She has fourteen years of experience working in the Library in Peabody, MA and will be working ten hours per week in the Children's Department with the exception of vacations and other necessary coverage time. Ms. Madonna also

asked if she could take next week off for vacation. This request was approved by the Trustees all voting aye. Ms. Madonna also asked if the compensating day for Memorial Day could be taken after June 30, 2006, as had been the practice with Christmas and New Year's Day in the past due to the closeness with year-end, which is now June 30th. Mrs. Klohck made a motion, seconded by Mr. Heacock, to approve the staff taking this compensating day within the next year. This was approved all voting aye.

Ms. Batchelor reviewed the Public Participation in Board Meetings Policy with the Trustees. After considerable discussion some changes were made to the Policy. Mr. Heacock made a motion, seconded by Mrs. Klohck, to approve the Policy with the changes noted. This was approved all voting aye.

Ms. Batchelor reviewed the draft of the Finance Policy with the Trustees. Following the MVLS meeting on Monday, she felt that some changes needed to be made and that she would get together with Mr. Heacock and Mr. Frank to review and discuss these possible changes and then present the Policy 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 she had attended a workshop on Buildings with Mrs. Kuhner and Mrs. Pesses. This workshop focused on taking a "Fresh Look" at the Library building. Is it appealing to the public? Is it well maintained? Is it clearly marked as the Library? What condition is the collection in? Is our technology up to date in most cases? Is everything kept neat and items stored in their proper places within the Library? The Trustees felt that we should prepare a list of major and minor items needing attention and prioritize it so we can get started on getting things done. Ms. Madonna also reminded the Trustees of the construction grant money that would be available. Ms. Batchelor felt that we should approve a portion of the Building Fund to be used in the 2006 – 2007 Budget year. The Trustees felt that it was too soon to do this until we get a better sense of what the City will commit to and get done. Ms. Madonna informed the Trustees that Mrs. Wood had approached her about removing three bushes and replacing them with new bushes that would be out away from the building. The Trustees approved this request. Mrs. Pesses informed the Trustees that she had spoken with the mayor about the roof leak that continues to do damage to the ceiling in the lobby. A DPW worker came over but was not able to get to the part of the roof that is leaking. He was going to report back to Lee Mitchell for further instructions.

Mrs. Pesses informed the Trustees that the Public Relations Committee would schedule a meeting soon. Mr. Ephraim, Ms. Batchelor and Mrs. Pesses agreed to serve on this Committee.

Mr. Heacock reported that the election of Trustees had been completed on May 2, 2006 and that Ms. Batchelor had been elected to a five-year term and Mrs. Klohck had been elected to a two-year term.

Ms. Madonna informed the Trustees that the Friends walk would be held on May 18th, rain or shine, and that Library Literacy Day would be held on May 20th from 1 to 3 PM for the children. Ms. Madonna also informed the Trustees that AFLAC had approached her about making a presentation to the employees about insurance coverage that they have to offer. This would be completely voluntary and would be paid entirely by the

employee. The Trustees felt that this would be OK. Ms. Madonna also reminded the Trustees that the MVLS dinner was May 24th at Lanzi's Restaurant in Mayfield. Ms. Madonna also informed the Trustees that we had received a flag from the Middle School students with all the names of the people that were killed in the September 11th attack. This was passed around for the Trustees to see.

Ms. Madonna also informed the Trustees that Mrs. Kuhner and Ms. Gennett had attended the Equal Access Training Sessions sponsored by the Gates Foundation. Ms. Madonna distributed a list of "Guiding Principles" for the Trustees to review to see how we measure up in the various categories presented. A list of the evaluation done by Ms. Madonna, Mrs. Kuhner and Ms. Gennett of our Library was also distributed to the Trustees.

Mr. Fisher reported that the Foundation had not met since their meeting on February 2, 2006.

Ms. Madonna informed the Trustees that she had contacted the Police Chief about our problem with items not being returned to the Library. The Chief felt that since no contract was signed on each withdrawal of a book that no criminal act had occurred. We will check further to see if anything else might be done, collection agency, etc.

Mrs. Pesses informed the Trustees that we should plan to discuss at the June meeting a special meeting date and time to discuss our plans and goals for the future of our Library.

The next regular meeting of the Board of Trustees was set for June 20, 2006 at 6:30 PM at the Library. Mrs. Pesses also reminded the Trustees that an organizational meeting would need to be held shortly after July 1st to install officers, etc.

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

Michael J. Frank
Recording Secretary

Patricia Klohck
Secretary