

Draft Minutes of The Gloversville Public Library Board of Trustees

June 20, 2006

The Gloversville Public Library Board of Trustees held a meeting on June 20, 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, Michael Ponticello, Elizabeth Batchelor, Jay Ephraim and David Heacock. Michael Frank, Financial and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, and Carol Clingan, Director of the Mohawk Valley Library System, also attended the meeting. Patricia Klohck 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 May 16, 2006. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting of May 16, 2006. Hearing none, Mr. Heacock made a motion, seconded by Mr. Fisher, to approve the minutes as presented. This motion was approved all voting aye.

Mr. Frank reviewed the Treasurer's Report for May 2006 with the Trustees. Mr. Frank reviewed the income received and the expenses paid for the month of May and the fiscal year to date. Mr. Fisher made a motion, seconded by Ms. Batchelor and passed all voting aye to accept the Treasurer's report as presented.

Carol Clingan reviewed the proposed Direct Access Policy prepared by the MVLS Board, discussing how the various items covered impact the services provided by the MVLS member libraries. The Trustees felt that they would need to discuss the various aspects of this policy, primarily relating to approaching the local Town Boards for support for the Library based on their residents using the Gloversville Library or going directly to the voters for support. The Trustees agreed to meet on June 27th for a workshop meeting to discuss Direct Access. The Trustees thanked Carol for her overview of this policy proposal.

Mr. Heacock review the audit letter proposal that we would be sending to a select list of CPAs in the area this week, asking them to send us a proposal to do our year end review. The bid deadline is July 11, 2006. The Trustees unanimously approved this letter.

Ms. Madonna informed the Trustees that she and Donna Kuhner had met with Mr. Frank regarding setting up a better in-house tracking method for expenditures to budget so that they would have a better handle on where they stood with their ongoing ordering. Donna will be setting up a spreadsheet to help with tracking these expenses.

In Mrs. Klohck's absence, Mrs. Pesses informed the Trustees that the Personnel Committee had completed the Director's evaluation including the staff review forms and

that they felt that Ms. Madonna had done a good job as a first year Director. Mrs. Pesses also reported that Ms. Madonna was in agreement with this evaluation.

Ms. Madonna informed the Trustees that Civil Service had not made a determination yet on our various job positions.

Ms. Batchelor reviewed the Finance Policy recommendation with the Trustees. After discussion, Mr. Heacock made a motion, seconded by Mr. Fisher, to approve the Policy with corrections noted. This was approved all voting aye.

Mr. Ephraim gave a report from the Building and Grounds Committee. The Committee met and discussed various items needing attention. It appears that the Mayor's position on repairs and other items pertaining to the building are the City's responsibility, however, since no lease has been signed between the City and the Library the Trustees are not sure where the responsibility for these items resides. Copies of the lease drawn up by Mr. Maider for the Library and Mr. Clo for the City were distributed to the Trustees. Ms. Madonna reported that the City had been over and repaired the roof leaks.

Mrs. Pesses informed the Trustees that the Public Relations Committee had met and discussed the best means of getting Library information to the public. The Committee will be checking into getting on the list with the local newspapers, etc as far as flyers, etc. promoting things to do and see in Fulton County and the surrounding area. Mrs. Pesses also commented on a list of items prepared by Library Clerk Linda Callahan citing things that she didn't realize went on at the Library or were available at the Library. Based on this the Trustees felt that we should get flyers out to the public with this information.

Mrs. Pesses reported on attending the Governance workshop with Jerry Nichols as the moderator. It was noted that we have made a tremendous amount of progress since Mr. Nichols' visit here two years ago. Mr. Nichols emphasized the importance of prioritizing important issues for the Libraries and then working on these lists accordingly.

Mrs. Pesses informed the Trustees that our Organizational meeting would need to be held as soon as possible after July 1, 2006. The Trustees agreed to meet on Monday, July 3rd, at 8:00 AM to transact the necessary business.

At this point in the meeting several members needed to leave so the remaining agenda items were dispensed with.

Mr. Heacock made a motion, seconded by Mr. Ephraim to adjourn the meeting at 8:45 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Patricia Klohck
Secretary

