



## Minutes of the Groversville Public Library Board of Trustees Meeting

March 26, 2013

The Groversville Public Library Board of Trustees held a meeting on March 26, 2013 in the Reading Room at the Library, 58 E. Fulton Street, Groversville, New York at 6:30 P.M.

The following trustees were present: Christine Pesses, Jay Ephraim, Craig Clark, Daniel Towne, Jr., Elizabeth Batchelor, David Fisher and Robin Lair. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Groversville Public Library, and Nancy Krawczeski, representing the Friends of the Groversville Public Library also attended the meeting. Hannah McAllister and Karen Smith were excused from the meeting.

Mrs. Pesses, President of the Board of Trustees, 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 Regular Meeting of the Trustees held on February 19, 2013. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meetings as presented. Hearing none, Ms. Batchelor made a motion, seconded by Mr. Clark, to approve the minutes as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Treasurer's Report for the month of February 2013 and the fiscal year-to-date through February 28, 2013 with the Trustees. Mr. Frank commented that our year-to-date income through February 28, 2013 is up approximately \$8,900 from last year due to having received the Medical Insurance Credit refund from the Internal Revenue Service for the prior two years. The increase in the Tax Levy over the prior year has offset the decrease in the Foundation income on a year-to-date basis. Expenses this year are up approximately \$14,300 over the prior year due primarily to the higher Pension Expense, Medical Insurance Expense, Building and Contents Insurance and Computer and Automation Expense. Part of this increase has been offset by lower Books and Periodicals Expense. Mr. Frank asked if there were any questions or comments on the financials for the month of February 2013 or the year to date through February 28, 2013. Hearing none, Ms. Lair made a motion, seconded by Mr. Clark, to accept the Treasurer's Report as presented. This was approved all voting aye.

Ms. Madonna discussed the possibilities of the Library setting up a 403b retirement plan for all eligible employees. This would be strictly on an employee election to participate if eligible and would not involve the Library contributing any match or any additional expense to the Library. Mrs. Lair made a motion, seconded by Mr. Fisher, to approve the Library establishing a 403b Plan with the Treasurer as the signer for all agreements and paperwork necessary to get the Plan established.

Ms. Krawczeski reviewed upcoming fundraisers that are being planned by the Friends of the Groversville Public Library. A spaghetti dinner is planned for April 17<sup>th</sup> at The Italian Bistro, a children's program is planned for the last week of June entitled the Prince and Princess Party and the 2013 Celebration is planned for September 22<sup>nd</sup> at the Library with this year's theme being "People of the Adirondacks". The Friends will be doing a Mega Basket for the raffle this year entitled "Growing up in the Adirondacks". Ms. Batchelor suggested that the Trustees put together a basket this year for the raffle. A suggestion was made that we do a "Rachael Ray" basket. Mrs. Lair volunteered to shop for this and put it together on behalf of the Trustees.

Ms. Madonna informed the Trustees that a group from the Friends would be doing spring cleaning of the yard around the Library building. Ms. Madonna also informed the Trustees that we had at least 10 plowings of the parking lot this year but so far have not received any bill for the service. Ms. Madonna also informed the Trustees that a Design Development meeting was held today and that Butler Rowland Mays Architects has given our plan to a Construction Manager for their input. Current estimates are approximately \$7.3 million for the project but it is anticipated that we will spend approximately \$1.0 million on break-out projects before the bulk of the building project is started.

Mrs. Pesses informed the Trustees that the AD HOC Steering Committee met today and approved hiring FDA Consulting as the consultant for the Capital Campaign project. This firm will start by May and will bill the Foundation by the hour and give the Foundation a bill monthly for their services.

Barbara Madonna  
Library Director

2012-2013  
Board of Trustees

Elizabeth Batchelor

Craig Clark

Jay Ephraim

David Fisher

Robin Lair

Hannah McAllister

Christine Pesses

Karen S. Smith

Daniel R. Towne, Jr.

Mrs. Pesses also informed the Trustees that the AD HOC Policy Committee had not met since the last meeting of the Trustees.

Mrs. Lair informed the Trustees that it was time to do Ms. Madonna's evaluation again and that she would send out the evaluation forms to the Trustees and asked that they be returned by the next meeting of the Trustees in April so that the Committee could complete their work by the end of May.

Mr. Ephraim reported that the "Gloversville Reads 2013" program was getting good financial and volunteer support. Mr. Ephraim also reported that Tom Ryan and Atticus will be here at Sky Heart Place on Bleecker Street for a meet and great program on April 20<sup>th</sup> at 4:30 PM. Mr. Ephraim suggested that Trustees sign up if they plan to attend as a large gathering is expected.

Mr. Towne informed the Trustees that the PR Committee was continuing to support the Gloversville Reads 2013 program as well as other day to day programming efforts being held at the Library.

Mr. Madonna read a letter of thanks from Deborah Bucholtz for her retirement gift. Ms. Madonna also informed the Trustees that the MVLS Annual Dinner would be held this year on May 15<sup>th</sup> and that reservations were due back by May 3<sup>rd</sup>. Ms. Madonna also informed the Trustees that the Friends had received a large donation of books and bookcases. These book cases will help to display their items for the book sales.

Mrs. Pesses informed the Trustees that she had nothing else for the President's report.

Mr. Frank informed the Trustees that the Foundation has scheduled their next meeting for April 24<sup>th</sup> at 3:30 PM at the Library.

Mrs. Pesses asked if there was any old business to come before the meeting. Hearing none, Mrs. Pesses asked if there was any new business to come before the meeting. Ms. Madonna informed the Trustees that one packet had been picked up to run for election to be a Trustee and that all packets were due back to the Library by April 5<sup>th</sup>.

Mr. Ephraim informed the Trustees that Bonnie Howard is updating our website weekly to keep the public informed on what is going on at the Library.

The next meeting of the Board of Trustees will be held on April 16, 2013 at 6:30 PM.

Mr. Fisher made a motion, seconded by Ms. Batchelor to adjourn the meeting at 8:10 P.M. This was approved all voting aye.

Michael J. Frank  
Recording Secretary

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Karen S. Smith  
Secretary