



Minutes of the Groversville Public Library Board of Trustees Meeting

August 20, 2013

The Groversville Public Library Board of Trustees held a meeting on August 20, 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, Hannah McAllister, Craig Clark, Elizabeth Batchelor, Jay Ephraim, 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. Vincent De Santis was excused from the meeting.

Mr. Fisher, President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mr. Fisher asked if there was anything anyone from the Public wished to present at this time. Hearing nothing, the regular meeting was convened.

Mr. Fisher asked the Trustees to review the minutes of the 2013 Organizational Meeting held on July 23, 2013. Mr. Fisher asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Ms. Batchelor made a motion, seconded by Mrs. Pesses, to approve the minutes as presented. This motion was approved all voting aye. Mr. Fisher asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on July 23, 2013. Mr. Fisher asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Pesses made a motion, seconded by Mr. Clark, to approve the minutes as presented. This motion was approved all voting aye.

Mr. Fisher asked Mr. Frank to review the Treasurer's Report for the month of July 2013 and the fiscal year-to-date through July 31, 2013 with the Trustees. Mr. Frank commented that our year-to-date income through July 31, 2013 is up approximately \$1,400 from last year due primarily to an increase in income received from the Groversville Library Foundation. Expenses this year are up approximately \$2,500 over the prior year due primarily to the higher Salaries and Employee Benefits in this fiscal year. Mr. Frank also mentioned that the transfer of \$50,826.12 from the General Fund to the Building Fund was done during July as approved at last month's meeting of the Trustees. Mr. Frank asked if there were any questions or comments on the financials for the month of July 2013 or the year to date through July 31, 2013. Hearing none, Mrs. Pesses made a motion, seconded by Mrs. Lair, to accept the Treasurer's Report as presented. This was approved all voting aye.

Ms. Madonna informed the Trustees that she had received a letter from the Peerless Insurance Company informing us that they would not be renewing our Commercial Insurance Package that expires in October due to reorganization within their company. Our agent at NBT Insurance has been contacted and will be pricing other alternatives to give us the same or comparable coverage.

Ms. Krawczeski informed the Trustees that the baskets for the Celebration Fundraiser are done and on display in the Library and tickets to win one of them are being sold. Ms. Krawczeski also informed the Trustees that the Friends are planning a fundraiser during National Friends Week in October with a "Friends at Friendly's" day and also possibly a fundraiser at McDonald's. Ms. Krawczeski also informed the Trustees that the book and bake sale in June raised \$2,088.78. Ms. Krawczeski also reminded the Trustees that the weekly story hour in the Children's Room will be resuming in September.

Ms. Madonna informed the Trustees that we had received the contract with Eastern Building and Restoration, Inc. for the replacement of the windows and that we were waiting for the required insurance binders, etc. to complete the acceptance of their bid. Ms. Madonna also informed the Trustees that our parking lot was sealed and restriped this past weekend and that our custodian George Emden had been doing some sidewalk repairs around the building.

Ms. Madonna informed the Trustees that she is working on the 2013-2015 New York State construction grant application for three projects which will increase patron accessibility to Library programs and services. The first project will improve 66 E. Fulton Street, the new lot the Library acquired at auction last year. Ms. Madonna said that she has gotten estimates from Ron Jones to build a retaining wall of either 4 feet or 8 feet and to level the new parking lot that we purchased with fill and put a gravel surface over the fill. This is a matching grant. We are eligible for a 75% match from the State, but available funds will

Barbara Madonna
Library Director

2013-2014
Board of Trustees

Elizabeth Batchelor

Craig Clark

Vincent DeSantis

Jay Ephraim

David Fisher

Robin Lair

Hannah McAllister

Christine Pesses

determine the actual percentage. The lowest option would be a 50/50 match of state and library funds. The second project is to increase patron access to digital resources by upgrading the Library's wireless service. The third project is for patron comfort outside the building through the addition of two park benches. The benches, one in the handicap entrance and one on the front apron, will replace the benches that were provided by the City in past years. A motion was made by Ms. Batchelor, seconded by Mrs. McAllister, to proceed with the application and to plan to do the 8 foot retaining wall to bring the whole lot up closer to grade. This was approved all voting aye.

Mrs. Pesses reviewed her report from the Steering Committee for July. The Steering Committee approved hiring Cathy Ellis as an administrative assistant to work with Matt Blumenfeld on recordkeeping, etc for the Capital Campaign. Cathy worked for the American Cancer Society doing this same type of recordkeeping, etc and is expected to be a good fit for us with this endeavor. The Friends and Family Division is getting ready to start soon with the hopes of having 100% participation. Matt has set up a meeting with Mark Limardo, Darrin Lis and Nick Ratti from New York City to give a presentation on New Markets Tax Credits on Tuesday, September 10th at 3:00 PM. Library Trustees, Foundation Board Members and the Steering Committee will be invited to attend along with Michael Bowker, president of the local branch of NBT Bank, and Ronald Zimmerman, the Foundation's financial advisor.

Mr. Fisher informed the Trustees that the AD HOC Policy Committee had not met since our last meeting of the Trustees.

Mrs. Lair informed the Trustees that she and Mr. Fisher would be meeting with Ms. Madonna this Thursday to go over her annual review.

Mr. Ephraim informed the Trustees that the Program Committee had not met since our last Trustee's meeting but that the summer programming was in the process of wrapping up and that we have had good attendance at most programs.

Mrs. McAllister informed the Trustees that she had talked with Matt Blumenfeld about the role that the PR Committee might play in the Capital Campaign.

Ms. Madonna informed the Trustees that our copier was on its way out and that due to the age of the machine parts are no longer available. Ms. Madonna informed the Trustees that she had received prices for a new copier from Derby Office Equipment and also Electronic Office Products in Saratoga Springs. For a Canon copier from Derby's the price would be \$2,900 and from Electronic Office Products a Toshiba copier would be \$3,400. The Trustees agreed that we should replace the copier with the Canon copier from Derby Office Equipment.

Ms. Madonna also informed the Trustees that the Workforce Literacy Grant was up and running, but she suspects its success is going to be dependent upon publicity. The grant awarded by MVLS is for \$1,500 with the option of requesting an additional \$500 by December 31, 2013. Ms. Madonna felt that the Library would need to spend some money on publicizing this program.

Mr. Fisher informed the Trustees that we had not gotten any applications to review for the Trustee opening and the Board agreed to extend the deadline until September 6, 2013 to submit an application.

Mr. Fisher informed the Trustees that he had spoken with Don D'Errico about the issue of recognition for the gift given in memory of his father by the family. Mr. Fisher informed him that his name was on a plaque at the Library and that the Trustees were continuing to review other possibilities for large donation recognition.

Mr. Fisher also informed the Trustees that he felt we should be reviewing our Plan of Service since we are now well into the period covered.

Mr. Frank informed the Trustees that the Gloversville Library Foundation board had not met since our last meeting.

Mrs. McAllister informed the Trustees that Richard Russo will be doing a lecture at the Fulton Montgomery Community College. Ms. Madonna informed the Trustees that he will be donating his fee to the Library.

Ms. Batchelor asked if the minutes could be sent out to the Trustees ahead of the monthly Board packet for review as a reminder of what was discussed and to inform any Trustees that were unable to attend the last meeting of the items discussed and approved. Ms. Madonna said that she will send them as soon as completed.

The next meeting of the Board of Trustees will be the Annual Meeting and the Regular Monthly Meeting and will be held on September 17, 2013 at 6:30 PM.

Mrs. Pesses made a motion, seconded by Ms. Batchelor to adjourn the meeting at 8:15 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Christine Pesses
Secretary