



Barbara Madonna
Library Director

2016-2017
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Robin Lair

Christine Pesses

Wanda Prew

Draft Minutes of the Organizational Meeting of the Groversville Public Library

July 19, 2016

The Organizational Meeting of the Groversville Public Library was held on July 19, 2016 at 6:30 P.M. in the Reading Room at the Library, 58 E. Fulton Street, Groversville, New York.

The following, having been elected by the voters of the Groversville Enlarged School District, were in attendance: Vincent De Santis, Lisa Buggeln, Christine Pesses, Elizabeth Batchelor, Patricia Donovan, Merry Dunn Brown and Jay Ephraim. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Groversville Public Library, Jean LaPorta, President of the Friends of the Groversville Public Library, and John Blackmon, Claims Auditor for the Groversville Public Library, also attended the meeting. Nicole Hauser and Sally Fancher, employees of the Groversville Public Library, also attended the meeting. Robin Lair and Wanda Prew were excused from the meeting.

Mr. Frank, acting as temporary chairman of the meeting, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mr. Frank, a notary public, administered the Oath of Office to the newly-elected trustees, Lisa Buggeln, who was elected to a five-year term, and Elizabeth Batchelor, who was elected to a five year term.

Mr. Frank asked for nominations for the position of President of the Board of Trustees. Ms. Batchelor nominated Mrs. Pesses for the position of President of the Board of Trustees. Mr. Ephraim seconded the nomination for the position of President. Hearing no other nominations, Mr. Frank called for a vote for the office of President. This was approved all voting aye. At this point in the meeting Mrs. Pesses began presiding. The following Trustees were nominated to the other respective officer positions and were approved as follows: Ms. Batchelor nominated Ms. Dunn Brown for the position of Vice President. Mrs. Donovan seconded this nomination and it was approved all voting aye. Ms. Batchelor nominated Ms. Buggeln for the position of Vice President of Finance. Ms. Dunn Brown seconded this nomination and it was approved all voting aye. Mrs. Donovan nominated Mrs. Lair for the position of Secretary. Ms. Dunn Brown seconded this nomination and it was approved all voting aye.

Mrs. Pesses presented the following items to the Trustees for review:

1. Contract with Library Director

Motion to renew the contract with Ms. Barbara Madonna for the position as Library Director for the 2016-2017 fiscal year.

Motion to set compensation for Ms. Barbara Madonna at \$62,000 for the 2016-2017 fiscal year.

2. Contract with Treasurer and Recording Secretary

Motion to renew the contract with Michael J. Frank as Treasurer and Recording Secretary for the 2016-2017 fiscal year.

Motion to set compensation for Michael J. Frank at \$8,400 for the 2016-2017 fiscal year.

3. Set Regular Meeting Time and Date

Motion to set the third Tuesday of the month at 6:30 PM as the regular meeting time and date.

4. Set Bank of Record

Motion to declare National Bank and Trust Company (NBT) as the Groversville Public Library's bank of record for the fiscal year 2016-2017.

Motion to authorize the President, Vice President, Vice President of Finance, Treasurer and Secretary to be signatories on the bank accounts at NBT for the Groversville Public Library.

Motion to authorize Michael J. Frank, Treasurer to be the primary signer on all checks and withdrawals on the Library's bank accounts with the provision that all checks and withdrawals be cosigned by an officer.

Motion to allow business with other banking institutions with board approval.

5. Set Newspaper of Record

Motion to declare the Leader-Herald as the newspaper of record for the Groversville Public Library. All legal notices and notices of meetings will be in the Leader-Herald. Ms. Dunn Brown and Mrs. Donovan noted that they were disappointed in the lack of support for the Library's Budget for the 2016-2017 fiscal year by the newspaper.

6. Set Insurance Agency

Motion to declare NBT Insurance Agency to be the insurance agent for the Groversville Public Library for the following types of coverage: Director and Officer's Liability policy, Fine Arts policy, Commercial policy, General Liability policy, Disability policy and Umbrella policy. To declare New York State Public Entities Safety Group 497 the insurance agent for the Library Workman's Compensation policy. To declare the First Nonprofit

Companies the administrator for the Library's Unemployment insurance. To declare Jaeger & Flynn the administrator for the Library's Health Insurance policy.

7. Indemnification of Library Trustees

Motion to adopt the indemnification of Gloversville Public Library Trustees as provided by New York State Public Officers Law Section 18.

8. Set Date of Gloversville Public Library Vote

Motion to declare the 1st Tuesday in May 2017 as the date for the Gloversville Public Library vote.

Mrs. Donovan made a motion, seconded by Mr. De Santis, to approve items 1 through 4 above. This was approved all voting aye.

Ms. Dunn Brown made a motion, seconded by Mrs. Donovan to approve item 5 above with the comment as noted above. This was approved all voting aye.

Mr. Ephraim made a motion, seconded by Mrs. Donovan, to approve items 6 through 8 above. This was approved all voting aye.

Mr. De Santis made a motion, seconded by Mrs. Donovan, to have Mrs. Pesses and Ms. Batchelor represent the Library as our liaisons to the Gloversville Library Foundation Board for the fiscal year ending June 30, 2017. This was approved all voting aye.

Mrs. Pesses appointed the following Trustees to fill the Committee Chair positions:
Executive Committee – The Officers (President, VP, VP of Finance and Secretary)
Budget, Finance and Audit – Ms. Buggeln
Building and Grounds – To be determined
Personnel – to be determined
Public Relations – To be determined
Programming – To be determined
ADHOC Policy Committee – Ms. Batchelor

Ms. Dunn Brown made a motion, seconded by Ms. Buggeln, to close the Library on all Federal Holidays and to close the Library at 1:00 PM on the day prior to New Year's Day, Thanksgiving and Christmas. This was approved all voting aye.

Ms. Dunn Brown made a motion, seconded by Ms. Buggeln, to designate the Library Director to be the appointing authority for Civil Service employment actions. This was approved all voting aye.

Mrs. Donovan made a motion to appoint John Blackmon as the Library's Claims Auditor for the Budget Year 2016-2017. This motion was seconded by Mr. De Santis and approved all voting aye.

Ms. Buggeln made a motion, seconded by Ms. Dunn Brown to adjourn the meeting at 6:55 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Robin Lair
Secretary