



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

Minutes of the Groversville Public Library Board of Trustees Meeting

January 21, 2014

The Groversville Public Library Board of Trustees held a meeting on January 21, 2014 in the Reading Room at the Library, 58 E. Fulton Street, Groversville, New York at 6:30 P.M.

The following trustees were present: Jay Ephraim, Vincent De Santis, Hannah McAllister, Christine Pesses, Elizabeth Batchelor, Craig Clark, David Fisher and Eleanor Brooks. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Groversville Public Library and Jean LaPorta, President of the Friends of the Groversville Public Library also attended the meeting. Robin Lair 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 Regular Meeting of the Trustees held on December 17, 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 Mrs. McAllister, 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 December 2013 and the fiscal year-to-date through December 31, 2013 with the Trustees. Mr. Frank informed the Trustees that we had received our Tax Levy of \$264,579 from the Groversville Enlarged School District in December and that we had also received the Medical Insurance Credit Refund of \$4,179 from the Internal Revenue Service. Mr. Frank informed the Trustees that the Internal Revenue Service had invoked the sequestration reduction rate of 7.2 % in our credit and he has written them since this didn't take effect until October 1, 2013 and our fiscal year ended on June 30, 2013. The difference that they kept is \$324.22. Mr. Frank also informed the Trustees that our year-to-date income through December 31, 2013 is up from last year due primarily to the increase in the Tax Levy. Expenses this year are up approximately \$18,000 over the prior year due primarily to payroll and payroll related benefits and expenses. Mr. Frank asked if there were any questions or comments on the financials for the month of December 2013 or the year to date through December 31, 2013. Hearing none, Mr. De Santis made a motion, seconded by Mrs. Pesses, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Frank informed the Trustees that the Finance Committee had not met again since the last Trustee's meeting but that the Groversville Library Foundation, Inc. had approved an increase of \$3,000 in support for the 2014-2015 Budget for the Library bringing the figure to \$145,000. The Friends of the Groversville Public Library did not meet in January due to weather conditions so no budget line item has been decided yet from the Friends. The Finance Committee will meet again in early February to finalize their recommendation for the 2014-2015 Budget.

Ms. Madonna informed the Trustees that Rachel Schwendinger from the New York State Comptroller's Office had completed her field work for our audit on Friday and that after several edits by the State Comptroller's Department a draft would be issued and reviewed with Mr. Fisher, Mr. Frank and she with copies sent to each board member for review. A date will be scheduled with the Auditor for any Board member wishing to discuss any of the items in the draft to come in and ask questions. Once this process is completed a final report will be issued and we will have 30 days to respond with planned corrective procedures.

Mrs. LaPorta informed the Trustees that the Friends did not meet in January due to the Library being closed due to weather conditions but that they are planning another fundraiser at Applebee's restaurant in Johnstown on February 11, 2014 from 11:00 AM to closing. The Friends will receive 10% of the checks presented with their voucher, which are available at the Library.

Ms. Madonna informed the Trustees that representatives for the contractor and manufacturer were here last week looking at conditions that they will need to deal with when the windows project begins the actual replacement process. Ms. Madonna informed the Trustees that she has been working with Paul Mays to send out a RFP regarding the Geotechnical testing for the Library construction project. Paul said that he expects this to cost between 5 and 10 thousand dollars to be completed. Mrs. Pesses made a motion, seconded by Mrs. Brooks, to proceed with sending out the bid packets. This was approved all voting aye.

Ms. Madonna also informed the Trustees that Lisa Hayes is continuing to work on the Construction Documents.

Ms. Madonna also began a discussion about security cameras in the Library in light of the recent thefts that have taken place. After considerable discussion the Trustees felt that this should be considered as part of the remodeling process since there will be many changes to the existing structure as the Master Renovation Plan proceeds.

Mrs. Pesses reviewed her Steering Committee report from the January meeting with the Trustees. Mrs. Pesses informed the Trustees that the Steering Committee is holding an event at Sky Heart Place tomorrow evening from 5 to 7:30 PM for invited guests that were interviewed by Ghiorso and Sorrenti in 2012 to review the status of the Capital Project. Paul Mayes and Matt Blumenfeld will be bringing everyone up to date on our progress and fielding any questions that anyone has on the project. A second event is also being planned. The public portion of the campaign is currently scheduled to start in September 2014. Matt Blumenfeld and Chris Pesses will be meeting with the Littauer Foundation in New York City in an attempt to obtain their support of the Library Project.

Ms. Batchelor informed the Trustees that the AD HOC Policy Committee had made the minor changes to our Circulation Policy and the Donor Recognition Policy suggested at the December 2013 meeting and that the Committee was presenting them for the second reading and vote. Mrs. Pesses made a motion, seconded by Mrs. McAllister, to approve the policies as presented. This was approved all voting aye.

Mr. Fisher informed the Trustees that there was no report from the Personnel Committee.

Mr. Ephraim informed the Trustees that 30 different books were nominated for the 2014 Gloversville Reads Program and that the Committee had narrowed it down to 4 books that are now available to be voted on by the public until January 31, 2014. Programming will be planned around the chosen book as soon as it is determined. The Committee will also be looking for a book for the Middle and High Schools to participate.

Mrs. McAllister informed the Trustees that the Promotion Committee had met and was working on Promoting the Capital Campaign using the funds approved by the Steering Committee. Currently the Committee is waiting to see what the newsletter will cost which will be paid from these funds before proceeding with other promotion plans. A suggestion was made to use the "Did You Know" ads in the Leader Herald as an inexpensive way to promote the Library.

Ms. Madonna informed the Trustees that an iPad had been stolen recently and that the case involving the stolen laptop had been completed and it appears that restitution has been ordered. The Library would prefer that the laptop be returned if possible. Ms. Madonna also informed the Trustees that Advocacy Day is Wednesday February 26th in the morning this year.

Mr. Fisher informed the Trustees that we needed to review Committee assignments. Mrs. Brooks said that she would be willing to work on the Program Committee. The Personnel Committee will need to have additional members added soon. Mr. Fisher also informed the Trustees that a Trustee Orientation meeting needed to be planned for our new Trustees. This will be discussed further after the meeting as to a date and time with the new Trustees.

Mr. Frank informed the Trustees that the Gloversville Library Foundation had not met since the last Trustees meeting but that a meeting is tentatively scheduled for February 26th at 3:30 PM.

Mr. Fisher asked if there was any old business to come before the meeting. Hearing none, Mr. Fisher asked if there was any new business to come before the meeting. Ms. Madonna informed the Trustees that it was time to approve our 2014 Joint Automation Agreement with MVLS. Mrs. Pesses made a motion, seconded by Mr. De Santis to approve signing the Automation Agreement for 2014. This was approved all voting aye.

Ms. Batchelor made a motion, seconded by Mrs. Pesses, to adjourn the meeting at 7:55 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on February 18, 2014 at 6:30 PM.

Michael J. Frank
Recording Secretary

Christine Pesses
Secretary