

Draft Minutes of The Gloversville Public Library Board of Trustees

November 15, 2005

The Gloversville Public Library Board of Trustees held a meeting on November 15, 2005 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, Patricia Klohck, Michael Ponticello, Christine Pesses and David Heacock. Michael Frank, Financial and Recording Secretary and Barbara J. Madonna, Director also attended the meeting. Elizabeth Batchelor and Jay Ephraim were 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 the Trustees to review the minutes of the meeting of October 18, 2005 and to note any corrections needed. Mrs. Klohck noted that the minutes should be corrected to show that the handout distributed to the Trustees describing the position of Library Director was received from Civil Service for the Trustees to review. Mrs. Klohck made a motion to accept the minutes as presented with the correction noted above. Mr. Heacock seconded this motion and it was approved all voting aye.

Mr. Frank reviewed the Treasurer's Report for October 2005 with the Trustees. Mr. Frank reviewed the income received and the expenses paid for the month of October and the year to date. Mr. Frank explained that he will continue to report the income cash figures and expenses for the Public Library and the Free Library separately until the funds are combined so the Trustees will see the actual budget numbers and the remaining cash balance on a monthly basis. Mr. Fisher made a motion, seconded by Mrs. Klohck and passed all voting aye to accept the Treasurer's report as presented.

Mrs. Pesses discussed the need to have a Budget and Finance Committee in place to begin the process of developing a budget for next year. Mr. Heacock volunteered to be the Chairman of this Committee. Mrs. Pesses said that she would ask Ms. Batchelor to be on the Committee. Mrs. Pesses and Mr. Frank also will serve on the Committee.

Mr. Fisher informed the Trustees that the Policy Ad Hoc Committee had met and currently had six different policies that were being reviewed with others to come. Mr. Fisher noted that none of these are ready to be voted on at this meeting. The Committee is planning to have these ready for our registration application by January 2006.

Mrs. Pesses discussed two policy statements of the American Library Association that she felt should be policies of the Gloversville Public Library. These policies are the Library Bill of Rights and the Freedom to Read policies. Mr. Heacock made a motion, seconded by Mrs. Klohck, and passed all voting aye that the Board of Trustees supports these statements as policies of the Gloversville Public Library.

Mrs. Klohck reported that the Personnel Committee had met and that a copy of the Personnel Policy handbook would go out to all Trustees before Thanksgiving. Mrs. Klohck also informed the Trustees that she would be meeting with Mrs. Pesses and Mr. Ponticello to develop a "Terms of Employment" letter regarding duties and responsibilities for our new director, Ms. Madonna.

Mrs. Pesses reviewed the final changes made to the by-laws with the Trustees. A completed copy will be presented at the December 2005 meeting for approval.

In Mr. Ephraim's absence, Mrs. Pesses suggested waiting until after the administration change in January 2006 to discuss with the new mayor who might represent the City on the Building and Grounds Committee. The Trustees agreed with this suggestion

Ms. Madonna informed the Trustees that Sherry Teetz had written a grant request last spring for a new microfilm reader through the New York Newspaper Publishers Association for \$8,496.50 and we got it. Congratulations to Sherry for her good work. The Library will donate our old machine to the Leader-Herald when the new one is in place.

Ms. Madonna informed the Trustees that Denise Burritt had turned in her resignation effective December 1, 2005. Mr. Ponticello made a motion, seconded by Mr. Fisher to accept her resignation. This was approved all voting aye.

Ms. Madonna informed the Trustees that we would be able to offer the Community wireless access to the Internet through Roadrunner for about \$110 for the equipment - access point and APC power supply (battery backup). The monthly access is free. This would make it possible for someone with a laptop computer to come into the Library and have access to the Internet. The Trustees felt that this was a good idea provided they are using their own laptop computer.

Ms. Madonna informed the Trustees that the V F W sold their building in Johnstown due to a declining membership and that they were giving us \$1,000 from the proceeds. The Trustees asked Ms. Madonna to express our appreciation for this gift.

Ms. Madonna informed the Trustees that we had our annual fire inspection last week and everything was found in order except that our boiler inspection was out of date. The insurance company has been notified and they will see that this is taken care of soon.

Ms. Madonna discussed the Gates Foundation Grant for "Equal Access Libraries" with the Trustees. This grant will provide training for the Director and staff. Mrs. Klohck made a motion for Ms. Madonna to pick the people that she felt would benefit the most from this training. Mr. Fisher seconded this motion and it was approved all voting aye.

Mrs. Pesses expressed her thanks to the various Committees for their progress to date on all the issues facing the new Library and the Board of Trustees.

Mr. Heacock reported that the petition to dissolve the Gloversville Free Library had been filed with the Surrogate's court, the State Board of Regents and the Attorney General's office. The required legal notices stating the terms of the dissolution are also being run in the newspaper.

Mr. Fisher informed the Trustees that the planned meeting of the Gloversville Library Foundation was postponed until December 2005.

Ms. Madonna informed the Trustees that Lance Gundersen had inquired about the Library's line item in the City's budget for 2006. The Trustees asked Ms. Madonna to write a letter to the Common Council informing them that this line item could be eliminated due to the vote passing but that we were still due \$2,500 for the first six months of 2005.

Ms. Madonna informed the Trustees that the grab bar for the handicapped accessible bathroom arrived last week and that Kucel Contractors will install it and fix some other minor things that need attention. Also the railings have been repainted due to damage done by Kucel's employees. They will pay for this repainting. Once the grab bar is installed the inspection will be scheduled. The handicap bathroom is open to the public and the crash bars for emergency exit are being looked into by Kucel Contractors.

Ms. Madonna informed the Trustees that the pigeon problem is still not completely solved and that additional strips are needed. She will be contacting the Fire Department to see if Rentokil could have them set up a ladder to reach the necessary areas.

Ms. Madonna informed the Trustees that the New York State Retirement System was contacted in writing to request information on how to go about joining for our employees.

Mrs. Pesses will set up a meeting with the Council of Community Services of NYS to be attended by Ms. Madonna, Mr. Frank and Mrs. Pesses to discuss possible cost savings on insurance, legal services, etc.

The next meeting of the Board of Trustees was set for December 20, 2005 at 6:00 PM at the Library.

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

Michael J. Frank
Recording Secretary

Patricia Klohck
Secretary