

Minutes of The Gloversville Public Library Board of Trustees

October 16, 2007

The Gloversville Public Library Board of Trustees held a meeting on October 16, 2007 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Elizabeth Batchelor, Christine Pesses, David Fisher, Patricia Klohck and Jay Ephraim. Michael J. Frank, Financial and Recording Secretary and Donna J. Kuhner, Principal Library Clerk of the Gloversville Public Library also attended the meeting. The following trustees were excused from the meeting: David Heacock and Michael Ponticello. Barbara Madonna was also 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 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 September 18, 2007. 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. Fisher to approve the minutes as presented. This motion was approved all voting aye.

Mrs. Pesses informed the Trustees that the budgeting process for next year should be started in November so the Board can approve an estimated expense budget at the December 2007 meeting. Following this meeting the Library will present our expense budget to the Friends and the Foundation to obtain their input as to their expected level of support for the year ending June 30, 2009. Ms. Batchelor informed the Trustees that Mr. Heacock was in the process of scheduling a meeting of the Finance Committee for the first week of November to begin work on the budget for the year ending June 30, 2009.

Mrs. Pesses informed the Trustees that we would be getting our check from the Gloversville Enlarged School District around October 24, 2007 after the School Board approved the payment at their meeting. Mrs. Pesses also informed the Trustees that it was time to do our annual review of our insurance coverage regarding coverage of contents and liability. This was referred to the Finance Committee for review.

Mr. Ephraim informed the Trustees that Lee Sweeney from Jack's Glass had caulked the windows and that DPW had installed one Plexiglas pane to date. It appears that some weather stripping may need to be installed around the frames of the windows. The fire alarm system should be installed by late fall or early winter according to DPW. Buhrmaster Electric has informed the Library that they still want to install the LED exit signs for us. Mr. Ephraim also informed the Trustees that the Mayor had not included any appropriation for the Library in his budget for next year. Mrs. Kuhner distributed a letter sent by Ms. Madonna to the Mayor reviewing all the building issues needing attention. Ms. Batchelor suggested that we pick a particular problem that exists with the

building and then look to the City's grant writer for assistance in obtaining the funding for repair or replacement.

Mrs. Kuhner informed the Trustees that two people had fallen during the Friends book sale and that our insurance company and the City's insurance company had been notified.

Mrs. Pesses informed the Trustees that the AD HOC Ephemera Committee's final report was disseminated in July and had been tabled until the October meeting. Ms. Batchelor made a motion, seconded by Mr. Fisher, to approve the AD HOC Ephemera Committee's recommendations. This was approved all voting aye. Ms. Batchelor will contact Mrs. Wood to see if the Committee has any recommendations as to an agent for the Library to use in selling the items that have been approved for sale. Mrs. Pesses and Ms. Batchelor will review the list of items to be donated and contact the Fulton County Museum and the Johnstown Historical Society to see if they have any interest in these items. Mr. Ephraim and Ms. Batchelor will work on finding an area to display some of the items we are keeping but the Trustees felt that we should wait until the long range building planning is done to designate an area as a Community Room, etc.

Ms. Batchelor informed the Trustees that the Friends fundraising brunch and auction had netted approximately \$16,000. Ms. Batchelor said she felt that for the Friends to do this kind of fundraiser again next year they would need to have a specific project to address that needed to be done at the Library. Possible suggestions were renovations to the dome or the lobby. Ms. Batchelor said she would discuss this with the Friends and any further discussion by the Library Trustees was tabled until the November meeting.

Mrs. Klohck informed the Trustees that Sherry Gennett will be out from October 23rd until November 6th due to surgery and Nancy Cole has resigned effective October 24th. Roberta Ambrosino will continue to work part time while Sherry Gennett is out and that we should have a new part time employee on staff by approximately November 7th. The Personnel Committee will be meeting on October 24th at 4:00 PM

Ms. Batchelor made a motion to approve the following policy regarding patrons living in the Edinburg Common School District: The Board of Trustees of the Gloversville Public Library accepts the concept of charging a fee to patrons in the Edinburg Common School District. Ms. Madonna is instructed by this board to work out the procedural details. She will present the details at a future Board Meeting. Ms. Madonna will work with Barbara Germain from the Johnstown Public Library and Michael Burnett of the Northville Public Library to make the procedures as uniform as possible for our three libraries. This motion was seconded by Mrs. Klohck and approved all voting aye.

In Mr. Heacock's absence, Mrs. Pesses asked Mr. Frank to review the Treasurer's Report for the month of September 2007. Mr. Frank reviewed the report of income and expense for the month and year to date and explained the various ups and downs to budget. Mr. Fisher made a motion, seconded by Mrs. Klohck, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Fisher informed the Trustees that the Gloversville Library Foundation had met on October 11th and had discussed the need to be in a position to support the Library with needed funds for the upcoming budget year. The Foundation will meet again in early

January to review the Library expense budget and determine their level of support for the year ending June 30, 2009. Mr. Fisher also reported that the Foundation Investment Committee has been meeting regularly to review investments and reposition funds as conditions dictate.

Mrs. Kuhner informed the Trustees that the week of October 22-27 was National Friends week and that on the 26th the Friends would be doing apple crisp to pass out in the lobby. Mrs. Kuhner also reported that Mr. Older had donated two dollhouses to the Friends. They will be selling raffle tickets for the dollhouses from October 27th to December 14th for \$1.00 each or 6 for \$5.00. The Friends also sponsored a bluegrass concert on October 11th and 77 people attended. Mr. Ephraim raised the question as to whether or not we might be able to hold something like this in the Carnegie room and project it on a screen in the reference room for patrons who are unable to negotiate the stairs. Mrs. Kuhner also informed the Trustees that the Friends had raised approximately \$1,000 from their last book sale.

Mrs. Kuhner reviewed the Gates Grant for 7 computers over the next two years. Ms. Madonna is wondering about upgrading our laptops or if we might do something with our printing capabilities. Mrs. Kuhner also informed the Trustees that Ms. Madonna had a conversation with Congressman McNulty about the need for federal grants for the libraries.

Mrs. Pesses informed the Trustees that a Committee of four people had been picked to do the brainstorming to come up with a group of people (20-25) for the Long Range Plan Committee.

Mrs. Pesses also informed the Trustees that Ms. Madonna will be meeting on October 25th with a PR firm to review all Library logos, letter heads, etc. to find some consistency. This service is being provided through an MVLS grant.

Mrs. Pesses informed the Trustees that she had missed the last meeting of the Fulton County Libraries but that they are continuing to develop a consistent plan of approach to the County supervisors about funding since there are several areas in Fulton County that do not support any library.

Mrs. Pesses asked the Trustees if they felt that we should send out RFPs to attorneys to get a firm on an annual retainer. The consensus of the Board was that we should hire an attorney when we need one depending on the situation or condition that needs legal expertise.

The next regular meeting will be held on November 20, 2007 at 6:30 P.M.

Mrs. Klohck made a motion, seconded by Mr. Fisher to adjourn the meeting at 8:40 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Patricia Klohck
Secretary