



Barbara Madonna
Library Director

2010-2011
Board of Trustees

Elizabeth Batchelor

Craig Clark

Jay Ephraim

Christine Pesses

David Fisher

Robin Lair

Dorothy LaPorta

Karen S. Smith

Daniel R. Towne, Jr.

Minutes of The Groversville Public Library Board of Trustees Meeting

June 21, 2011

The Groversville Public Library Board of Trustees held a meeting on June 21, 2011 in the Reading Room at the Library, 58 E. Fulton Street, Groversville, New York at 6:30 P.M.

The following trustees were present: David Fisher, Elizabeth Batchelor, Robin Lair, Karen Smith, Jay Ephraim, Craig Clark and Dorothy La Porta. Michael J. Frank, Financial and Recording Secretary, Barbara J. Madonna, Director of the Groversville Public Library, Virginia Mazur, President of the Friends of the Groversville Public Library and Wrandy Starkowski, City of Groversville councilman, also attended the meeting. Christine Pesses and Daniel Towne, Jr. were excused from the meeting.

Ms. Batchelor, Vice President of the Board, opened the meeting by leading the Trustees in the Pledge of Allegiance.

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

Ms. Batchelor asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on May 17, 2011. Ms. Batchelor asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Ms. Smith made a motion, seconded by Mr. Fisher, 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 May and the fiscal year-to-date through May 31, 2011 with the Trustees. Mr. Frank commented that through the first eleven months of our Budget Year we were pretty well on track with our actual numbers to budget. Mr. Frank asked if there were any questions or comments on the financials to date. Hearing none, Ms. Smith made a motion, seconded by Mr. Fisher, to accept the Treasurer's Report as presented. This was approved all voting aye.

Ms. Batchelor asked if there was any report from the Budget and Finance Committee. Mr. Fisher informed the Trustees that the Committee had not met since the last meeting of the Trustees.

Ms. Madonna informed the Trustees that the City attorney had asked for the correct name of the Library for his resolution. The Library's attorney is preparing the deed and other documents required to transfer the Library property from the City to the Library. Ms. Madonna informed the Trustees that the public hearing on the transfer of the property had been held and that the Common Council was expected to vote next Tuesday to ratify the transfer. Ms. Madonna also informed the Trustees that she had talked with Ron Jones about the basement excavation and he hopes to start by the end of June. Ms. Madonna also informed the Trustees that she talked with Steve Smith about our insurance settlement and he has not heard anything yet either. Ms. Madonna passed out copies of the most recent Schematic design floor plan prepared by Butler Rowland Mays Architects for the Trustees review. This was presented to the Foundation at their meeting last Wednesday as part of Mrs. Pesses presentation.

Ms. Madonna informed the Trustees that Butler Rowland Mays Architects would be putting together a RFP for the exterior restoration bidding process. Ms. Madonna also informed the Trustees that we were having some roof leaking issues and that subcontractors for Brian Correll had been over to investigate the problem. They felt that some caulking needs to be redone and two ribs need to be repaired due to ice damage. Butler Rowland Mays Architects will also do a simple estimate for repair to the concrete in front of the Library building.

Ms. Batchelor informed the Trustees that the AD HOC Policy Committee had met and prepared revisions to the Meeting Room Use Policy for the Trustees to review. Ms. Batchelor distributed copies of the proposed changes for review, the Trustees felt that the changes were all appropriate and a vote on the revised policy will be scheduled at the next meeting of the Trustees.

Mrs. Lair informed the Trustees that she had reviewed the Director's evaluation with Ms. Madonna and that all comments were very positive. Ms. Madonna has signed her review and accepted it with thanks. Ms. Smith and Ms. Madonna are currently working on a staff evaluation form to be used to review staff performance.

Ms. Madonna informed the Trustees that our new Program Coordinator, Bonnie Howard, started last week and is already doing an excellent job with picking up on everything. Ms. Howard has already taken the Civil Service test so she is all set to be able to stay in our employ. Ms. Madonna also informed the Trustees that the PR Committee met last Friday to review this year's expenditures and next year's budget to decide how to allocate those funds starting July 1, 2011. Ms. Madonna reviewed the upcoming programs for the summer, which will be held on Mondays starting on July 11th, and continuing through August 15th. Ms. Madonna also informed the Trustees that this year's Summer Reading Club for children would start next Monday. The children signing up for the club will be given a book bag with the schedule of programs, an activity book and other items. The summer programs will also be posted on our Web Site, blog and Facebook page.

Ms. Batchelor informed the Trustees that the Organizational meeting would be held at the Library on July 6th at 4:30 PM. Ms. Batchelor also asked the Trustees if they would prefer to have a Regular Meeting of the Trustees in July or August. The feeling of the Trustees was that August 16th would work best for the majority of the Trustees. The annual meeting of the Trustees will be held on September 20th starting at 6 PM.

Ms. Batchelor informed the Trustees that Mrs. Pesses had done a presentation to the Friends and the Foundation regarding the current status of the Master Renovation Plan. Mrs. Pesses asked the Foundation to consider running the Capital Campaign since the Library Trustees cannot run a campaign soliciting any form of donations due to their public entity status.

Mrs. Mazur informed the Trustees that the Friend's Celebration plans for this year were all set. The brunch will be held at Pine Brook Golf Club on September 25, 2011. The Friends will again offer a Mega Basket for raffle this year with tickets priced at \$5 each. Mrs. Mazur also informed the Trustees that the Friends book and bake sale was very successful raising approximately \$1,900. The Friends will not be holding a meeting in July this year.

Mr. Frank informed the Trustees that the Foundation held a meeting last Wednesday and that Louis Castiglione, Jr. had joined the Board of the Foundation. Mr. Castiglione will be replacing Mr. Morgan on the Investment/Finance Committee of the Foundation.

Ms. Batchelor informed the Trustees that letters had been sent to Larry Peck and John Peck regarding their concerns over the Library's election process. Larry Peck called Mrs. Pesses with some questions regarding the letter and she will respond when she returns from her trip. A letter was also sent to the patron in response to her letter to the editor regarding the use of the meeting room at the Library.

Ms. Madonna informed the Trustees that our sign at the Little League baseball park was now up. Mr. Ephraim informed the Trustees that the Gloversville schools had put stickers on the report cards this year to remind the children and their parents of our Summer Reading Club.

Mrs. Lair discussed the possibilities of offering a scholarship or award to a Gloversville High School senior. An AD HOC Committee will be formed to further investigate this to see if it would be in the Library's best interest.

The next meeting of the Trustees, The Organizational Meeting, will be held on July 6, 2011 at 4:30 P.M.

Ms. Smith made a motion, seconded by Mr. Fisher to adjourn the meeting at 7:40 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Karen S. Smith
Secretary