



Barbara Madonna  
Library Director

2011-2011  
Board of Trustees

Elizabeth Batchelor

Craig Clark

Jay Ephraim

Christine Pesses

David Fisher

Hannah Hanlon

Robin Lair

Karen S. Smith

Daniel R. Towne, Jr.

## Minutes of The Gloversville Public Library Board of Trustees Meeting

September 20, 2011

The Gloversville Public Library Board of Trustees held a meeting on September 20, 2011 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Christine Pesses, David Fisher, Elizabeth Batchelor, Robin Lair, Karen Smith, Jay Ephraim and Hannah Hanlon. Michael J. Frank, Financial and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, and Virginia Mazur, President of the Friends of the Gloversville Public Library, also attended the meeting. Five students from the participation in government class from the Johnstown High School were also in attendance. Craig Clark and Daniel Towne, Jr. 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 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 August 16, 2011. Mrs. Pesses 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 Ms. Batchelor, 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 August and the fiscal year-to-date through August 31, 2011 with the Trustees. Mr. Frank commented that the Library's receipts and expenses through August 31, 2011 were pretty well on track with our budgeted amounts for this period. Mr. Frank informed the Trustees that we had paid our yearly book lease plan with Baker and Taylor in August, which is the reason our book expenditures appear to be high for the first two months of our fiscal year. Mr. Frank asked if there were any questions or comments on the financials for the month of August or the year to date through August 31, 2011. Hearing none, Mrs. Lair made a motion, seconded by Mrs. Hanlon, to accept the Treasurer's Reports as presented. This was approved all voting aye.

Mrs. Pesses 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 but that a meeting date will be set soon to begin preparation work for the fiscal year ending June 30, 2013 budget.

Mrs. Mazur reminded the Trustees that the Friend's Celebration is this Sunday at Pine Brook Golf Club. Funds raised this year will be used for new furniture, especially for the Children's Room. Mrs. Mazur also informed the Trustees that the Friend's Book Sale this fall would be held October 11<sup>th</sup> and 12<sup>th</sup> and that a donation of approximately 1,700 books had been received and would be used to enhance the number of books being offered for sale. Mrs. Mazur also informed the Trustees that the week of October 16<sup>th</sup> to 22<sup>nd</sup> was National Friends Week and that the Friends are hoping to have music at the Library one evening during that week. Mrs. Mazur also informed the Trustees that if anyone had an article for the Friend's newsletter it needed to be to Lynn Kicinski by November 1<sup>st</sup> to be included.

Ms. Madonna informed the Trustees that the engineers working on the basement moisture problem had agreed on what needs to be done to correct the problem and that we are now waiting on the contractors and weather conditions to get started. Ms. Madonna also informed the Trustees that we had received the State Grant money to restore the façade of the building and that the Building Committee will be meeting tomorrow morning with the architect to review the spec books to be sent out for bids. Ms. Madonna also informed the Trustees that we still do not have ownership of the building as we are waiting on the City attorney to complete paperwork.

Mrs. Pesses discussed the next step in our Master Renovation Plan, which is the Design Development phase, which will cost \$76,000 to complete. The Building Committee felt we needed to get a feasibility study done next to determine what we might expect to raise towards completion of the project. Proposals were sent out to five firms requesting bids to do this work for us. Only one bid was received so additional proposals have since been sent out with a response deadline of September 26<sup>th</sup>. The Board of Trustees agreed with the Building Committee's decision to look into funding for the project before continuing with the Design Development phase.

Ms. Madonna informed the Trustees that she sent out 4 RFPs to local contractors for estimates to repair the front apron and steps. No proposals were received. Another proposal was sent to a firm recommended by Butler, Rowland and Mays Architects. A bid of \$7,760 was received from PCC Contracting Incorporated. The Trustees agreed that we should go ahead and have this work done. Ms. Madonna also informed the Trustees that she had not had a chance to contact other roofers yet regarding the repair work needed to the roof.

Mrs. Pesses informed the Trustees that the AD HOC Policy Committee would be meeting on September 27<sup>th</sup> to discuss our Bylaws regarding the position of Treasurer, Our Non-Smoking Policy and our Behavior Policy.

Mrs. Lair informed the Trustees that the Personnel Committee had met on September 8<sup>th</sup> and had been discussing salaries and benefits as they pertain to our current employees and any new employees as well as job titles and responsibilities as they need to conform to Civil Service guidelines. The Committee is also discussing the future staffing needs of the Library, such as a maintenance employee to perform duties previously covered by the City as owners of the property.

Mr. Ephraim informed the Trustees that the Program Committee had been working with Bonnie Howard with reviewing programs, etc. to be presented at the Library and that they had also been discussing what might become a privacy issue with people taking pictures at these programs. This will be discussed further and will be reviewed again at a future meeting of the Trustees.

In Mr. Towne's absence, Mrs. Pesses read Mr. Towne's Public Relations report to the Trustees. The Public Relations Committee is in the process of preparing a survey regarding services provided by the Library to be distributed to our patrons to determine which services they use most frequently. The Committee hopes to have this available by year-end.

Ms. Madonna informed the Trustees that the GED classes had started up again in September and that these classes are being held Tuesday and Thursday mornings in the Friends Room. Also Pre-GED and Adult Basis Education (ABE) classes are being held on Tuesday and Thursday afternoons for ABE and Wednesday and Friday morning for Pre-GED at the Library. The contract with HFM BOCES takes these additional classes into account. Ms. Madonna also informed the Trustees that the Library would be having a table at the various open houses at the Gloversville Schools this fall. Ms. Madonna also informed the Trustees that we would be getting child size furniture with Celebration Funds this fall. Ms. Madonna also informed the Trustees that the reading room was returning and that the Audio-Visual collections are being moved to the Reference Room.

Mr. Frank informed the Trustees that the Foundation had not met since the last meeting of the Trustees.

Mrs. Pesses asked if there was any old business to discuss. Mrs. Pesses said that she felt that a Saturday retreat/workshop needed to be scheduled to review and update our Plan of Service. This will be discussed further at the next meeting.

Mrs. Pesses asked if there was any new business to discuss. Nothing was brought up at this time.

The next meeting of the Trustees will be held on October 18, 2011 at 6:30 P.M.

Ms. Batchelor made a motion, seconded by Mr. Fisher to adjourn the meeting at 7:45 P.M. This was approved all voting aye.

Michael J. Frank  
Recording Secretary

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Karen S. Smith  
Secretary