



Barbara Madonna  
Library Director

2009-2010  
Board of Trustees

Elizabeth Batchelor

Jay Ephraim

Christine Pesses

David Fisher

David C. Heacock

Robin Lair

Karen S. Smith

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

January 19, 2010

The Groversville Public Library Board of Trustees held a meeting on January 19, 2010 in the Reading Room at the Library, 58 E. Fulton Street, Groversville, New York at 6:30 P.M.

The following trustees were present: Robin Lair, Jay Ephraim, David Heacock, Christine Pesses, Karen Smith and Elizabeth Batchelor. Michael J. Frank, Financial and Recording Secretary, Barbara J. Madonna, Director of the Groversville Public Library, Barbara Reppenhagen, Treasurer of the Friends of the Groversville Public Library, Sue Bradt, Membership Chair of the Friends of the Groversville Public Library, and Jason Fazio also attended the meeting. David Fisher was 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 December 15, 2009. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. Heacock made a motion, seconded by Ms. Smith to approve the minutes as presented. This motion was approved all voting aye.

Mr. Heacock reviewed the Treasurer's Report for the month of December and year-to-date through December 31, 2009. Mr. Heacock commented that it appeared that we were pretty well on track with our budget through the first six months of our fiscal year. Ms. Smith made a motion, seconded by Ms. Batchelor, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Heacock distributed and reviewed the updated proposed Budget for the fiscal year ending June 30, 2011. These numbers include an estimate of being open for 5 hours on Monday and also a 2% pay raise for all the employees. This brings our total estimated expenditures to \$405,194 for the fiscal year ending June 30, 2011. Mr. Heacock informed the Trustees that the Groversville Library Foundation had approved \$140,000 in support for the Library for the fiscal year ending June 30, 2011. Sue Bradt also informed the Trustees that the Friends of the Groversville Public Library had approved an appropriation of \$10,000 in support of the Library for the fiscal year ending June 30, 2011. Ms. Smith made a motion, seconded by Ms. Batchelor, to approve the budget for the fiscal year ending June 30, 2011. This was approved all voting aye.

Mrs. Pesses opened the discussion regarding the additional amount that would need to be requested from the taxpayers to balance the budget, which shows a shortfall in income of \$42,994. Mr. Frank reviewed the estimated tax rates for the fiscal year ending June 30, 2011 and the average increase based on current property valuations would be 21.7% if we asked for an increase of \$43,000. Mrs. Pesses said she felt that with the public requesting the Library be open additional hours and offer additional programming we needed additional support from the taxpayers to provide these services. Ms. Batchelor made a motion, seconded by Ms. Smith, to request an additional \$43,000 in our tax levy for the fiscal year ending June 30, 2011. This was approved all voting aye. Ms. Madonna informed the Trustees that a legal notice would need to be in the newspaper by March 16, 2010 to proceed with this on the ballot in May. Mrs. Pesses and Ms. Madonna will put together an article for the Leader-Herald and the Gazette newspapers and 1340 AM WENT as part of the information process. The Friends will also include this in their next newsletter.

Mrs. Pesses also informed the Trustees that we are required to file a financial report with the Office of the State Comptroller for the calendar year ending December 31, 2009 by February 28, 2010. Mr. Frank informed the Trustees that he will be reviewing this and filing the required information.

Ms. Madonna informed the Trustees that the saga of our basement problems continues on with the latest being an overflowing toilet to contend with today. Ron Jones came with Steven E. Smith, PE to review the leaking walls problem and they decided since the ground was frozen that a temporary solution is the only choice for now and that tenting the water away from the building over the winter months and the spring melt will have to do until a permanent solution can be decided on to correct the problem in the spring.

Ms. Batchelor informed the Trustees that the lighting for the lobby is still in process and is being reviewed

by Butler Rowland & Mays and the Building Committee in conjunction with the finalization of the Master Plan, which will be completed soon.

Mrs. Pesses asked the Trustees if they had any changes or corrections for the Trustee Ethics Policy. Hearing none, Ms. Lair made a motion, seconded by Mr. Heacock, to approve the Trustee Ethics Policy. This was approved all voting aye. Mrs. Pesses also asked the Trustees if they had any changes or corrections for the Employee Handbook changes that were being proposed. Hearing none, Ms. Smith made a motion, seconded by Ms. Batchelor, to approve the proposed changes to the Employee Handbook. This was also approved all voting aye. Mrs. Pesses also informed the Trustees that the Whistle Blower Policy was received today from our attorney and will be reviewed at the February meeting.

Mrs. Pesses informed the Trustees that the Committee is continuing to work on the Library's Records Management and that the meeting minutes and financial reports have been assembled to date.

Ms. Madonna informed the Trustees that the Chamber Annual Dinner will be held on January 22<sup>nd</sup> and that the County will be holding a State of the County breakfast on January 29<sup>th</sup> if anyone is interested in attending.

Ms. Madonna also informed the Trustees that we have received the final payment of \$7,500 from Marc Butler; bringing the total to \$10,000, to help with the expenses of the basement moisture resolution.

Ms. Madonna also informed the Trustee that the Joint Automation Agreement needed to be reviewed by the Board and signed by the President of the Board. After some discussion, Ms. Batchelor made a motion, seconded by Ms. Smith, to approve the agreement and to authorize Mrs. Pesses to sign the agreement on the Board's behalf. This was approved all voting aye.

Ms. Madonna informed the Trustees that she had 2 interviews for the other part time position we have been trying to fill and that one is a possibility but she was not sure of the availability. One more person is available to be interviewed and if neither works out we will have to wait for the next Civil Service test results in March since we are at the end of the current list of candidates. Civil Service has still no response to our request for a Program Coordinator.

Mrs. Pesses reminded the Trustees that we have two positions on the Board up for election in May this year. Mr. Heacock informed the Board that he would not be running for reelection in May. Mr. Fisher was absent from the meeting so no comment was available from him as to his reelection candidacy.

Mrs. Bradt said the Friends are exploring other possible fundraisers for the coming year and would appreciate any suggestions from the Board of the Library. Ms. Madonna informed the Trustees that the Friends have agreed to provide \$1,600 towards a new lease plan through Baker and Taylor for the Library, which will provide us with ten new DVDs per month.

Mr. Frank informed the Trustees that the Foundation had met and approved the Finance Committee's recommendation to provide \$140,000 for the Library's budget for the fiscal year ending June 30, 2011.

Under old business, Ms. Lair informed the Trustees that the revisions to the Director's Evaluation Form had not been completed yet and if anyone had any comments or suggestions regarding changes they would be appreciated. Mrs. Pesses will send out copies of the current review form for the Trustees to review.

Under new business, Ms. Batchelor raised the issue of the total number of trustees on the board. Mrs. Pesses asked Ms. Madonna to find out what the procedure would be to change the number and if there was any cost associated with it.

The next regular meeting will be held on February 16, 2010 at 6:30 P.M.

Mr. Heacock made a motion, seconded by Ms. Batchelor to adjourn the meeting at 8:10 P.M. This was approved all voting aye.

Michael J. Frank  
Recording Secretary

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Elizabeth Batchelor  
Secretary