



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

February 16, 2010

The Groversville Public Library Board of Trustees held a meeting on February 16, 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 Fisher, Christine Pesses, Karen Smith and Elizabeth Batchelor. 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 three students from the Participation in Government class from the Johnstown High School also attended the meeting. David Heacock 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 January 19, 2010. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Ms. Batchelor made a motion, seconded by Ms. Smith to approve the minutes as presented. This motion was approved all voting aye.

In Mr. Heacock's absence, Mr. Frank reviewed the Treasurer's Report for the month of January and fiscal year-to-date through January 31, 2010. Mr. Frank commented that it appeared we were pretty well on track with our budget through the first seven months of our fiscal year. Mr. Fisher made a motion, seconded by Ms. Batchelor, to accept the Treasurer's Report as presented. This was approved all voting aye.

Ms. Madonna distributed a Talking Points sheet that was compiled as a team effort in connection with our pending request for the taxpayers to approve an increase in our tax levy of \$43,000. Mrs. Pesses reviewed the information with the Trustees and after considerable discussion and some suggested changes it will be revised and available at the front desk and also included in the next Friends newsletter. Various ideas were discussed regarding the Advocacy for the vote including letters to the editor, the Chamber of Commerce newsletter and possibly being on the Talk of the Town on WENT to field questions. The Trustees also felt that just before the election they should each call 10 people to get out the vote in favor of the increase in the tax levy. If a public hearing on the increase is necessary it will be decided as to where and when at the April Trustee's meeting.

Mr. Ephraim reviewed the status of the Master Renovation Plan with the Trustees. Butler Rowland Mays Architects, LLP is nearing completion of the Plan. The Master Plan Renovation Committee will be meeting to go over everything and get back to the architects with any questions and comments. The one component of the Plan that is still missing is input from the City. Ms. Madonna has contacted the Mayor to establish a committee of department heads and council people to meet with the Building Committee and the architects to review the Plan and obtain their feedback. A public hearing will need to be held once the plans are finalized.

Mr. Ephraim also informed the Trustees that the Building Committee had chosen the sconces, pendants and the replacements for the Linear lights behind the desk and the art spots. The next steps will include verifying the fixtures with the lighting designer, giving the choices to the lighting engineers to design the specs, have Butler Rowland Mays draw up the bid specs, get questions about spots for the dome answered and find out if we need to put

this out for bids if the lighting is being paid for with private money. The Trustees all agreed that we need to let the experts make the final decisions so that we don't waste money by trying to do a lot of this on our own.

Ms. Madonna informed the Trustees that the basement is currently dry since Ron Jones Excavating installed the temporary fix but that a permanent solution to the moisture problem still has not been determined.

Mrs. Pesses asked the Trustees if they had any changes or corrections to the Whistle Blower Policy. Hearing none, Mr. Fisher made a motion to approve the Whistle Blower Policy as presented. Ms. Batchelor seconded this motion and it was approved all voting aye.

Mrs. Pesses informed the Trustees that the Committee is continuing to work on the Library's Records Management (Schedule MI – 1) by cleaning out files in the basement of records that no longer need to be kept. A lot more work still needs to be done to complete this project.

Mrs. Pesses asked Ms. Lair to pass out copies of the revised Director's Evaluation form that she and Mr. Fisher had developed. The Trustees felt that the new form was good and after a few minor changes it will be finalized soon. The Trustees also felt that the form given to the employees for their comments should be different than the form used by the Trustees. Some items will be left off that really don't pertain to an employee's comments.

Ms. Madonna informed the Trustees that there are no more candidates on the current Civil Service list for our part time position but that a new test will be given in March and we will get a new list of names sometime soon after the test scores are calculated. There is still no word from Civil Service on our request for a Program Coordinator position.

Ms. Madonna informed the Trustees that she continues to be frustrated with the lack of time to work on new programs and other new things that she would like to see the Library implementing. She is concerned that the focus on the building and administrative duties is overshadowing service and programming for the public. The Trustees felt that they should help with things that they can do but the Director still needs to be in the know as to what is going on overall at the Library. Once again being able to fill the Program Coordinator position would be helpful. Ms. Madonna informed the Trustees that Lobby Day in Albany is March 2nd this year and that Patty Franco would be going and would like others to go if possible. Ms. Madonna also distributed a list of NYLA workshops to be conducted during the spring and early summer.

Ms. Madonna informed the Trustees that the Board needed to approve the filing of our NYS annual report through MVLS. Ms. Smith made a motion to approve the filing of our Annual Report for 2009. Ms. Lair seconded this motion and it was approved all voting aye.

Ms. Madonna informed the Trustees that we had started our DVD lease plan with Baker and Taylor, which is similar to our book lease plan. We get to choose 10 DVDs per month with the option of buying them if we decide to at a greatly reduced price. It was requested that an ad be placed in the newspaper to highlight this expanded service.

Ms. Madonna also informed the Trustees that we needed to renominate our Trustee to the MVLS Board. Ms. Smith made a motion, seconded by Mr. Fisher, to nominate Patty Franco as our MVLS Trustee. This was approved all voting aye. Ms. Madonna also informed the Trustees that the MVLS Annual Dinner this year would be held in Schoharie at the Holiday Inn on May 12th.

Ms. Madonna informed the Trustees that Steve Serge, Director of the YMCA, had approached her asking for the Library's support for the YMCA's proposed project of increasing the number of apartments at the old YMCA building on East Fulton Street. The Trustees felt that we should not express an opinion of support or nonsupport as a board for this type of controversial issue.

Mrs. Pesses informed the Trustees that to change the size of the Board of Trustees we would need to change our Charter. It would cost us \$60 to file an application to re-charter the Library and change the number of Trustees. This will give the Trustees the option to change the number in the By-laws should the need arrive. Ms. Smith

made a motion to re-charter the Library and to set the number of Trustees at not less than 7 and not more than 15. Ms. Batchelor seconded this motion and it was approved all voting aye. We only have to change the By-laws if we want more than 7 board members. Mrs. Pesses also informed the Trustees that we need to begin thinking about renovation money. Where to get funds and how to proceed with getting them will need to be decided as we are nearing completion of the Master Renovation Plan.

Mrs. Mazur informed the Trustees that the Friends have established a Fundraising Committee and are trying to organize a Book Sale Committee. The Friends are hoping to conduct a book sale in June this year.

Mr. Frank informed the Trustees that the Foundation had not met since the last Trustee's meeting.

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

Mr. Fisher made a motion, seconded by Ms. Smith to adjourn the meeting at 8:45 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Elizabeth Batchelor
Secretary