



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

Draft Minutes of The Groversville Public Library Board of Trustees Meeting

March 16, 2010

The Groversville Public Library Board of Trustees held a meeting on March 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 Heacock, Christine Pesses, Karen Smith and Elizabeth Batchelor. Michael J. Frank, Financial and Recording Secretary, Barbara J. Madonna, Director of the Groversville Public Library, Lynn Kicinski, Vice President of the Friends of the Groversville Public Library, Wrandy Siarkowski and one student from the Participation in Government class from the Johnstown High School 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 February 16, 2010. 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. Heacock reviewed the Treasurer's Report for the month of February and fiscal year-to-date through February 28, 2010. Mr. Heacock commented that it appeared we were pretty well on track with our budget through the first eight 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.

Ms. Madonna informed the Trustees that the State required us to hold a public hearing on the budget at least 7 days and no more than 14 days prior to the vote on the proposed increase in the tax appropriation. The Trustees agreed that we should change the monthly meeting to April 27th and hold the public hearing at 6 PM prior to the regular meeting of the Trustees.

Mrs. Pesses asked the Trustees if they would stay for a few minutes after the meeting to review their list of names to call for support of the Library vote. The polls will be open from Noon to 9 PM on Tuesday, May 4th for the election of two Trustees and to vote on the increase in the Library tax levy. Board members will help with getting out the absentee ballots and members of the Friends will help with calls asking for support of the Library's budget and Trustee election. The Trustees also discussed possible "Letters to the editor from Friends" or possibly an article in the Leader Herald as to what's new at the Library. The Trustees felt that we should be ready to respond if necessary with information regarding additional hours and services being proposed but that we should wait and see what develops comment wise between now and the April 27th meeting.

Mr. Ephraim reviewed the status of the Lobby Lighting Project. The cost of the new fixtures is quite expensive however the energy savings will repay us in three years and we will have better quality fixtures. Meghan Brennen and Naomi Miller will be finishing up the project and then we will need to have an electrical engineer make a site visit to determine what wiring, etc. will need to be designed to connect everything.

Mr. Ephraim also informed the Trustees that the Master Renovation Plan is done with the exception of meeting with City officials for review and discussion. Ms. Madonna will check with Paul Mays and the Mayor to see if a meeting can be held on March 31st at 10:30 AM.

Ms. Madonna informed the Trustees that Steve Smith is still on the basement problem but for now the basement is dry. If we have a good rain soon with spring approaching we will see if the temporary fix holds.

Mrs. Kicinski reported that the Friends had taken the recycling, such as the monthly newspapers and book sale discards, our items that needed to be shredded to the local Co Op's dumpster. They take the paper for recycling and receive about \$25 per ton. We contributed about a ton of paper to their effort. John Mazur and Jim Flint of the Friends have volunteered to perform a recycling run monthly, as the City is no longer in a position to do so.

Ms. Madonna informed the Trustees that Alan Fudger is currently painting the handicap entrance.

Mrs. Pesses informed the Trustees that the Committee had not gotten to do anything this month regarding the Library's Records Management (Schedule MI – 1) but would be resuming their cleaning out files in the basement of records that no longer need to be kept and organizing the remaining ones in a more orderly fashion. Mrs. Pesses and Mrs. Lair will be working on the personnel records over the summer.

Mrs. Pesses asked Ms. Lair to pass out copies of the revised Director's Evaluation forms that she and Mr. Fisher had developed. The Trustees felt that the new forms were good and that we should proceed with them for this year. Mrs. Pesses asked the Trustees to return their forms to her by April 9, 2010. The employee Director's Evaluation forms will be distributed soon to each of the employees for their comments.

Ms. Madonna and Mrs. Pesses informed the Trustees that there is no existing position with Civil Service for a Program Director for the Library. Mrs. Pesses and the Trustees approved Ms. Madonna hiring a Program Director, at her discretion, with the understanding that if Civil Service created a Program Director position and test the employee would need to take and pass the test in the future to continue to be part of our staff.

Mr. Ephraim reviewed the DEAR Day program planned for April 13, 2010 with the Trustees. DEAR Day is "Drop Everything and Read" and will take place from 1:15 to 1:30 PM on April 13th throughout the School District. Several Trustees agreed to provide financial support to help with the printing of flyers and postage for mailings to engage the whole community in the event.

Ms. Madonna informed the Board the four trustees, Chris, Betsy, Jay and Dave Fisher, signed up for the NYLA Institute workshop "Libraries as an Essential Service" being presented by Libby Post on May 28th.

Ms. Madonna reviewed the Annual Lobby Day in Albany with the Trustees. The main focus of the attendees was to let our representatives know that with any further cuts in State aid it will be hard for Library systems to support State mandates.

Ms. Madonna also informed the Trustees that three petitions for the two Trustee vacancies had been picked up and that they were due back by March 30, 2010.

Ms. Madonna informed the Trustees that a new Civil Service test will be given soon and that she is hoping to find at least one additional part time person from the new list.

Ms. Madonna informed the Trustees that she had received \$500 from Stewarts as matching funds for the Gates Grant. She has also asked Wal-Mart for \$1,400 as a match for the Gates Grant but has not gotten any response from them yet. A request has also been sent to National Grid for \$600 for Summer Programming.

Ms. Madonna informed the Trustees that Sue Wemple had inquired as to whether the Town of Mayfield had agreed to give the Library any funding. When she was informed that they had not she asked if we couldn't lift the restrictions. The Board unanimously agree that the answer to that suggestion was no.

Mrs. Pesses informed the Trustees that we would need to have a Hazmat Study/survey done in connection with our Master Renovation Plan. Grant money is available through the United States Department of Agriculture to help with this study. Mrs. Pesses and the Trustees agreed that we should check with the architects first to see at what point in the overall plan we should be proceeding with this study.

Ms. Madonna informed the Trustees that Megan Hallenbeck from the Mayfield High School Library had asked if she could do a summer internship at either the Gloversville Library or the Johnstown Library. Ms. Madonna has discussed the opportunity with Mrs. Barbara Germain, Director of the Johnstown Library, and both feel it would be better for the libraries, and Megan's overall experience, to split her time between both during the summer. The Trustees felt that this would be OK and that the Directors of the two libraries could decide how to accommodate this in their summer plans.

Mrs. Kicinski informed the Trustees that the Friends would be holding a book sale on June 8th and 9th this year. Mrs. Kicinski also informed the Trustees that the Celebration fundraiser is set for September 26th this year and that the theme will be "Celebrating Fun in Fulton County". Baskets will be available as well as sponsorships for the event. More information will follow as the date gets closer. The Friends are continuing to look for additional ways to raise funds in support of Library needs and projects.

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

Mrs. Pesses asked if there was any old business to discuss.

Mrs. Pesses asked if there was any new business to be brought before the Trustees.

The next regular meeting will be held on April 27, 2010 at approximately 6:30 P.M. following the public budget hearing scheduled for 6:00 P.M.

Mr. Heacock made a motion, seconded by Ms. Batchelor to adjourn the meeting at 8:30 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Elizabeth Batchelor
Secretary