



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

September 29, 2009

The Groversville Public Library Board of Trustees held a meeting on September 29, 2009 in the Friend's Room at the Library, 58 E. Fulton Street, Groversville, New York at 6:30 P.M.

The following trustees were present: Elizabeth Batchelor, David Heacock, Christine Pesses, David Fisher and Jay Ephraim. Michael J. Frank, Financial and Recording Secretary and Barbara J. Madonna, Director of the Groversville Public Library, also attended the meeting. Jo-Ann Clear, candidate for mayor in the City of Groversville, was also in attendance. Karen Smith and Robin Lair 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 Organizational Meeting of the Trustees held on July 14, 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. Batchelor to approve the minutes as presented. This motion was approved all voting aye. Mrs. Pesses followed by asking the Trustees to review the minutes of the Regular Meeting of the Trustees held on July 14, 2009. Mrs. Pesses asked if there were any corrections or additions to the minutes of this meeting as presented. Hearing none, Mr. Heacock made a motion, seconded by Mr. Fisher to approve the minutes as presented. This motion was approved all voting aye.

Mr. Heacock reviewed the Treasurer's Reports for the months of July and August and year-to-date through August 31, 2009. The reports of income and expense for the months and year to date were reviewed with explanations for the various ups and downs to budget. Mr. Heacock commented that it was still early in our fiscal year to see any real pattern of variance to budget yet. Mr. Fisher made a motion, seconded by Ms. Batchelor, to accept the Treasurer's Reports as presented. This was approved all voting aye.

Ms. Madonna gave an update on the requests sent to the various surrounding towns for funding for the Library. To date the Towns of Mayfield, Broadalbin and Perth have all informed the Library that they will not provide funding for the Groversville Public Library. To date the other three towns have not responded to our request. Ms. Madonna also informed the Trustees that we have not had many complaints regarding our change in the Circulation Policy that took effect on September 8<sup>th</sup>. Some patrons were confused about the terms of the change but the staff has been explaining these and most people have been willing to accept them.

Ms. Madonna informed the Trustees that Rick Brisee from Mang-Hathaway Insurance Agency had contacted her regarding the renewal of our Liability, Contents and Umbrella insurance package that comes due on October 10, 2009. Peerless is offering us a premium of \$3,025.71 to switch to them this year. This would be a savings of \$879 over last year's premium with Travelers and would also cover the Remington for

\$100,000. It appears if we make this change we will then be able to cancel the separate policy on the Remington which will save an additional \$512. The Trustees agreed to go ahead with this change in carriers.

Ms. Madonna informed the Trustees that we are still having leaking problems in the basement. Steve Smith will be here on Monday morning with a technical representative from the manufacturer to inspect the Volclay 1-C Bentonite Panels that were used for the waterproofing material for the foundation to determine if it needs to be replaced or removed and redone with a different application. Steve Smith said he will assume the liability if the wrong material was used in his plans for the waterproofing.

Ms. Batchelor discussed the need for an architect and engineer to complete the bid specs, etc. for the lighting project. Butler, Rowland and Mays Architects have given us a proposal to complete this work for \$8,600. The Trustees felt that it would be best to use them since they are preparing the Master Plan for the whole building. Ms. Batchelor made a motion, seconded by Mr. Heacock, to enter into a contract with them to complete this project. This was approved all voting aye. Mrs. Pesses also informed the Trustees that the Master Plan Building Committee would be meeting on October 2, 2009 with Paul Mays, from Butler, Rowland and Mays, to plan the public charette.

Ms. Batchelor informed the Trustees that the Friends of the Gloversville Public Library have agreed to pay for new carpeting in the Children's room. The carpeting problem in the Friend's room was discussed and it was felt that if Ruby & Quiri was chosen to replace the carpet in the Children's room that they should first take care of the problem in the Friend's room since the carpeting there was installed by them.

Mrs. Pesses informed the Trustees that the Attorney Review Committee had not met yet with our chosen candidate but would be meeting soon with her to discuss various duties, etc.

Ms. Madonna informed the Trustees that our new Website is up and running and everything seems to be going smoothly. Ms. Madonna also informed the Trustees that the Guilderland Public Library has begun charging \$25 for library cards to anyone living outside their service area. This is in violation of State law, however they are doing it in an attempt to convince the legislature that the law needs to be changed. NYLA, through the New York State United Teachers union, is hoping to get the legislature to take action on this change. Ms. Madonna also informed the Trustees that she had a call from Senator Farley's office and it appears that we may get some grant money this year through his efforts.

Ms. Madonna informed the Trustees that we would be installing new software on the public computers named "Cassie" which will allow patrons to review the status of their accounts, etc. The cost of this software is \$3,100, which will be paid for with Gates Grant money. The annual maintenance on this software will be \$400, which we will need to budget for in the future. Also new data drops have been ordered and are being installed on our computers.

Ms. Madonna informed the Trustees that she has found two new prospective employees to work on a part time basis to replace Sherry Teetz and expects one to start soon and the other in a couple of weeks.

At this point in the meeting, 7:25 PM, Ms. Batchelor made a motion, seconded by Mr. Fisher, to go into Executive Session. This was approved all voting aye. At 7:30 PM Ms. Batchelor made a motion, seconded by Mr. Fisher, to come out of Executive Session. This was approved all voting aye.

Ms. Batchelor informed the Trustees that the Friend's Celebration went very well and that the volunteers all did a good job with the organization of everything. It appears at this point that the Friends made approximately \$20,000 from this event.

Mr. Frank informed the Trustees that the Foundation annual meeting date had not been set yet but should be sometime in late October or November.

Mrs. Pesses asked if there was any old business to discuss. Mr. Heacock discussed the three-year Plan of Service and said that he felt we were pretty much on target with the Plan and in some cases ahead of plan. Mr. Heacock also said that as we begin to prepare the budget for the next fiscal year we should be reviewing this plan to be sure we allow for expenditures needed to proceed with our three-year plan.

Mrs. Pesses asked if there was any new business to discuss. Mr. Heacock discussed the landscaping around the Library building. Peter Goderie has offered to develop a design for the Library grounds at little or no charge. The Trustees agreed that this would be nice but that we should probably wait until we solve the moisture problem.

The next regular meeting will be held on October 20, 2009 at 6:30 P.M.

Mr. Heacock made a motion, seconded by Mr. Fisher to adjourn the meeting at 7:50 P.M. This was approved all voting aye.

Michael J. Frank  
Recording Secretary

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Elizabeth Batchelor  
Secretary