



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

October 20, 2009

The Groversville Public Library Board of Trustees held a meeting on October 20, 2009 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, Karen Smith, 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. Elizabeth Batchelor 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 September 29, 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 September and year-to-date through September 30, 2009. 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. Lair, to accept the Treasurer's Report as presented. This was approved all voting aye.

Ms. Madonna informed the Trustees that the Library had received our tax levy money from the Groversville Enlarged School District. Ms. Madonna also informed the Trustees that she had signed the paperwork to change our liability insurance to Peerless and also to cancel the existing fine arts policy since this will be included in the new package policy with Peerless. Ms. Madonna said she would check with Rick Brisee to be sure this was completed since we have not gotten a request for a down payment for the policy.

Mr. Heacock informed the Trustees that the Budget and Finance Committee would be meeting in November to begin working on the budget for the fiscal year ending June 30, 2011. As part of this process the Committee will be reviewing the hours that the Library is currently open and discussing the effect that being open additional hours would have on the budget.

Mr. Frank informed the Trustees that we need to present our 990 tax return to the Trustees for review prior to filing and approve it for filing. Mr. Frank distributed copies of the return and reviewed it with the Trustees. Mr. Heacock made a motion, seconded by Mr. Fisher, to approve the return as presented for filing. This was approved all voting aye.

Ms. Madonna informed the Trustees that we are still having leaking problems in the basement. Steve Smith said that he would take responsibility since it appears that the wrong materials were used in the design. The engineer from the manufacturer of the

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Volclay 1-C Bentonite Panels said that the panels were not put together properly by Bombard Excavating, Inc. Bombard said they did not receive instructions for the application of the panels. Steve Smith is currently working with his insurance company to get this resolved.

Ms. Madonna informed the Trustees that Megan and Paul from Butler, Rowland and Mays Architects will be meeting with the Building Committee on October 29th at 9:00 AM to update the Committee on the progress with the lighting project and other issues. The Friends of the Library raised approximately \$20,000 towards the lighting project with their fundraiser this year.

Mrs. Pesses informed the Trustees that the Attorney Review Committee had met with Attorney Kathryn McCary and felt that she would be a good fit for our Library. If the Trustees wish to have her as attorney of record she will send us a letter of engagement. Her hourly rate is \$150 per hour. Ms. Smith made a motion, seconded by Mr. Heacock, to retain Kathryn McCary as our attorney of record from now until the next Organization meeting in July 2010 and to authorize the President of the Board of Trustees to execute any documents that need signing to formalize the agreement. This motion was approved all voting aye.

Mr. Ephraim informed the Trustees that the Master Plan Building Committee had scheduled two public charettes for Wednesday November 11th from 6:30 PM to 9:00 PM in the Reference Room and Saturday November 14th from 1:00 PM to 3:30 PM in the Carnegie Room. Paul Mays from Butler, Rowland and Mays Architects will be presenting a general overview of the project and then the group will be split up to discuss, in more detail, four questions that have been prepared by Paul Mays and the Committee. Moderators will be needed for these group discussions to keep everyone focused on the questions presented for discussion. Mr. Ephraim questioned whether or not these moderators should be Trustees. Ms. Madonna will talk to Paul Mays to get his opinion on this.

Ms. Madonna informed the Trustees that the new carpeting for the Children's room had been ordered and will be installed on November 2nd. Ms. Madonna also informed the Trustees that she will need help with moving the furniture out of the room on Saturday October 31st at 3:30 PM and then back into the room on Monday afternoon. Ms. Lair suggested she contact the athletic director at the High School to see if they might have some sports people available to help.

Ms. Madonna informed the Trustees that we may need to change our public computer use policy to allow out of district patrons to use our public computers. Since we modeled our policy after the MVLS policy the Trustees felt that we should not consider any change in our policy until when and if MVLS makes a change in their policy or we receive a directive from the Division of Library Development. MVLS policy currently allows their Libraries to give preference to their service area patrons whereas our policy restricts the use of public computers to in district patrons.

Mrs. Pesses informed the Trustees that the Policy Committee needs to meet and develop the Records Management Policy and the Procedures Manual and also look into a Whistleblower Policy for the Library. The Committee will schedule a meeting and then present their findings at a future meeting to the Trustees for discussion and adoption.

Mrs. Pesses also reminded the Trustees that we need to begin looking at our 3 year plan and next June begin to update for another 3 years which will begin in July 2010.

Ms. Madonna informed the Trustees that we will be installing new software on the public computers on Monday, October 26th 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. A matching grant request was sent to Wal-Mart to offset some of the 50/50 match to the Gates Grant. An application will also be sent to the Mauro Trust at NBT Bank to ask for funds for this 50/50 match. The annual maintenance on this software will be \$400, which we will need to budget for in the future. Ms. Madonna also informed the Trustees that she will be attending a Joint Automation meeting at MVLS tomorrow.

Ms. Madonna informed the Trustees that we have received a \$10,000 grant from Senator Farley's office which can be used for whatever purpose we choose. Ms. Madonna said she felt that we should use these funds to help support the book budget since we may not get all of the budgeted donations amount of \$10,000. The Trustees agreed with applying this grant to the budget to cover any shortfall in donations or other income line items.

Ms. Madonna informed the Trustees that the NYLA conference went well. She told the Trustees that she attended workshops on programming with the position of Programming Director in mind for our Library. A workshop on Records Management was also attended and our Library will review a template for a policy manual on this for our use.

Ms. Madonna informed the Trustees that she has found two new part time employees to replace Sherry Teetz and that Paula De Santis started on October 7th. The other person is expected to start soon.

At this point in the meeting, 8:00 PM, Mr. Heacock made a motion, seconded by Mr. Fisher, to go into Executive Session. This was approved all voting aye. At 8:05 PM Ms. Smith made a motion, seconded by Mr. Heacock, to come out of Executive Session. This was approved all voting aye.

Mrs. Pesses informed the Trustees that there was no report from the Friends Celebration for this meeting.

Mr. Frank informed the Trustees that the Foundation annual meeting date has been tentatively set for November 12th at 3:30 PM pending approval of a quorum of the Board of Directors.

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

Mrs. Pesses asked if there was any new business to discuss. Mr. Frank informed the Trustees that we have received a projection of our pension cost for next year showing an increase of approximately \$8,500. It appears, based on the salary information used by them, that this is based on 5 full time employees and at this point in time we only have 4 so this may not be as high as the projection done by the State. Mrs. Pesses reminded the Trustees that Mr. Heacock and Mr. Fisher will be reaching the end of their 5-year terms of office as Trustees on June 30th next year and that she hopes they will consider running again. Any other potential candidates should be brought to the attention of the Board of Trustees.

The next regular meeting will be held on November 17, 2009 at 6:30 P.M.

Mr. Heacock made a motion, seconded by Mr. Fisher to adjourn the meeting at 8:20 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Elizabeth Batchelor
Secretary