



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 Gloversville Public Library Board of Trustees Meeting

November 17, 2009

The Gloversville Public Library Board of Trustees held a meeting on November 17, 2009 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Robin Lair, Karen Smith, David Heacock, Christine Pesses, David Fisher and Elizabeth Batchelor. Michael J. Frank, Financial and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, and Virginia Mazur, President of the Friends of the Gloversville Public Library, also attended the meeting. Jay Ephraim 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 October 20, 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 Mr. Fisher to approve the minutes as presented. This motion was approved all voting aye.

Mr. Heacock reviewed the Treasurer's Report for the month of October and year-to-date through October 31, 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. Smith, to accept the Treasurer's Report as presented. This was approved all voting aye.

Ms. Madonna informed the Trustees that our new insurance policy was in place and that the premium had been paid. We have also received the rebate on the old policy for the "Bronco Buster" which was cancelled since the new policy covers it.

Mr. Heacock informed the Trustees that the Budget and Finance Committee had met twice and had put together a Draft Budget for the fiscal year ending June 30, 2011, which he distributed to the Trustees for review. After considerable discussion the Trustees agreed that we should include a 2% pay increase for the employees and that we should include the estimated costs for being open for 5 hours on Monday. Mr. Frank will incorporate these estimated numbers into the Draft Budget and it will be distributed at the December meeting for additional review.

Ms. Madonna discussed the possibilities of using the services of Libby Post who specializes in helping nonprofit organizations with marketing and getting votes passed for budgets and funding needs for a fee of \$10,000. Ms. Madonna informed the Trustees that Ms. Post would be willing to come to the Trustees meeting in December to review her services. The Trustees felt that this would be a good person to talk with when we are ready to begin our Capital Campaign in connection with the Master Plan but that it seemed pretty expensive to consider for our budget request to the voters. The question of getting on other school ballots for funds for the Library was brought up and was tabled for discussion until the December meeting.

Mrs. Pesses reviewed the results of the two workshops that were held on Wednesday, November 11<sup>th</sup> and Saturday, November 14<sup>th</sup>. Mrs. Pesses said that she felt attendance was poor with a total of 25 or 26 for both meetings but that Paul Mays presented an excellent program for the people who attended. The general consensus from the attendees was that the Library needs full access to all floors and additional programming.

Ms. Madonna informed the Trustees that the snooping or the investigation of the foot and catch basin drains via a closed circuit TV of the basement drains has not been done yet and that Steve Smith is working to get this rescheduled. Steve Smith also informed Ms. Madonna that his insurance company wants to get a second opinion from another architect on whether or not the continuing moisture problem in the Library's basement is a result of improper materials being used to fix the basement. Ms. Madonna informed the Trustees that she has sent out the information on this problem to our attorney for review.

Ms. Madonna informed the Trustees that Naomi Miller, our lobby lighting designer, has moved to Oregon. However, she will finish up her work for us with Paul and Meghan from Butler, Rowland and Mays.

Mrs. Pesses informed the Trustees that she had some good news about the broken tiles that were found under the old carpet in the Children's Room. They did not contain any asbestos so the new carpeting is now scheduled to be installed on November 30<sup>th</sup>. The bad news is that all the furniture will need to be moved out of the room and back in again then.

Mrs. Pesses reviewed the changes to the Employee Handbook and the revision of the Trustee Ethics Policy noting the additions and changes made to each regarding possible Conflict of Interest issues. Mrs. Pesses also informed the Trustees that we were sending our Whistleblower Policy to our attorney for review before bring it to the Board for review and approval to be sure we did not have any legal issues that might arise.

Mrs. Pesses also discussed the updating of our Records Management Policy and Procedures Manual and the Retention and Disposal Schedule MI-1. This will be worked on to be in compliance over the next six months with various Library Trustees, Employees and the Financial and Recording Secretary helping to complete this project. Ms. Batchelor made a motion, seconded by Ms. Smith, to accept and adopt the use of the MI-1 Retention and Disposal Schedule as a guideline for the Library's records. This was approved all voting aye.

Ms. Madonna informed the Trustees that she had applied to the Mauro Trust at NBT Bank for \$5,000 for Technology. The funds, if received, would be used to cover the rest of the 50/50 Gates Grant costs and the additional drops installed at the Library. Ms. Madonna also informed the Trustees that MVLS had informed her that if the Library decided to use Libby Post's services that we could apply for grants to help pay her fee.

Ms. Madonna also informed the Trustees that she had called Civil Service again about our position of Program Coordinator and that we were being moved to the "top of the pile". Ms. Madonna also informed the Trustees that she needed to go back to Civil Service for a new list of people for the other part time position since the person she was going to hire cannot work the hours that we need covered.

Mrs. Pesses informed the Trustees that Mr. Fisher and Mrs. Lair would be working on revising the Director's evaluation form prior to their yearly review with her this year.

Mrs. Mazur informed the Trustees that the Friends would be giving the Library the money from the Celebration soon and that their membership drive is currently in progress. The Friends are also planning to decorate the Lobby on November 30<sup>th</sup> for the holidays.

Mr. Fisher informed the Trustees that the Foundation had met on November 12<sup>th</sup> and had reviewed their financial condition and discussed the need to get a number for the Library for their upcoming budget. The Finance Committee will be meeting in December and preparing a budget for the Foundation for 2010 and will then recommend an amount to the full Board at their meeting in early January 2010.

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. Ms. Batchelor told the Trustees that she felt that Ms. Madonna should be commended for the exceptional job she has done dealing with the basement water problems and all the additional work involved with the architects, etc. The Trustees agreed with her and all expressed their thanks and appreciation for all her efforts.

Ms. Madonna asked the Trustees if we could be closed on Saturday December 26, 2009 and Saturday January 2, 2010 to give our employees much deserved long holiday weekends. Mr. Heacock made a motion, seconded by Mr. Fisher, to approve these closings. This was approved all voting aye.

The next regular meeting will be held on December 15, 2009 at 6:30 P.M.

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

Michael J. Frank  
Recording Secretary

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Elizabeth Batchelor  
Secretary