



Barbara Madonna
Library Director

20152016
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Craig Clark

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Robin Lair

Christine Pesses

Wanda Prew

Minutes of the Organizational Meeting of the Gloversville Public Library

July 21, 2015

The Organizational Meeting of the Gloversville Public Library was held on July 21, 2015 at 6:30 P.M. in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York.

The following, having been elected by the voters of the Gloversville Enlarged School District, were in attendance: Vincent De Santis, Craig Clark, Wanda Prew, Christine Pesses, Elizabeth Batchelor, Patricia Donovan, Merry Dunn Brown and Robin Lair. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, and Jean LaPorta, President of the Friends of the Gloversville Public Library, also attended the meeting. Jay Ephraim was excused from the meeting.

Mr. Frank, acting as temporary chairman of the meeting, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mr. Frank, a notary public, administered the Oath of Office to the newly-elected trustees, Merry Dunn Brown, who was elected to a five-year term, Patricia Donovan, who was elected to a five year term and Wanda Prew, who was elected to a two year term to fill the remainder of a five year term on the Board.

Mr. Frank asked for nominations for the position of President of the Board of Trustees. Ms. Batchelor nominated Mr. Clark for the position of President of the Board of Trustees. Mrs. Pesses seconded the nomination for the position of President. Hearing no other nominations, Mr. Frank called for a vote for the office of President. This was approved all voting aye. At this point in the meeting Mr. Clark began presiding. The following Trustees were nominated to the other respective officer positions and were approved as follows: Ms. Batchelor nominated Ms. Dunn Brown for the position of Vice President. Mrs. Lair seconded this nomination and it was approved all voting aye. Mrs. Donovan nominated Mrs. Pesses for the position of Vice President of Finance. Mrs. Lair seconded this nomination and it was approved all voting aye. Mrs. Pesses nominated Mrs. Lair for the position of Secretary. Mrs. Donovan seconded this nomination and it was approved all voting aye.

Mr. Clark presented the following items to the Trustees for review:

1. Contract with Library Director

Motion to renew the contract with Ms. Barbara Madonna for the position as Library Director for the 2015-2016 fiscal year.

Motion to set compensation for Ms. Barbara Madonna at \$60,000 for the 2015-2016 fiscal year.

2. Contract with Treasurer and Recording Secretary

Motion to renew the contract with Michael J. Frank as Treasurer and Recording Secretary for the 2015-2016 fiscal year.

Motion to set compensation for Michael J. Frank at \$8,200 for the 2014-2015 fiscal year.

3. Set Regular Meeting Time and Date

Motion to set the third Tuesday of the month at 6:30 PM as the regular meeting time and date.

4. Set Bank of Record

Motion to declare National Bank and Trust Company (NBT) as the Gloversville Public Library's bank of record for the fiscal year 2015-2016.

Motion to authorize the President, Vice President, Vice President of Finance, Treasurer and Secretary to be signatories on the bank accounts at NBT for the Gloversville Public Library.

Motion to authorize Michael J. Frank, Treasurer to be the primary signer on all checks and withdrawals on the Library's bank accounts with the provision that all checks and withdrawals be cosigned by an officer.

Motion to allow business with other banking institutions with board approval.

5. Set Newspaper of Record

Motion to declare the Leader-Herald as the newspaper of record for the Gloversville Public Library. All legal notices and notices of meetings will be in the Leader-Herald.

6. Set Insurance Agency

Motion to declare NBT Insurance Agency to be the insurance agent for the

Gloversville Public Library for the following types of coverage: Director and Officer's Liability policy, Fine Arts policy, Commercial policy, General Liability policy, Disability policy and Umbrella policy. To declare New York State Public Entities Safety Group 497 the insurance agent for the Library Workman's Compensation policy. To declare the First

Nonprofit Companies the administrator for the Library's Unemployment insurance. To declare Jaeger & Flynn the administrator for the Library's Health Insurance policy.

7. Indemnification of Library Trustees

Motion to adopt the indemnification of Gloversville Public Library Trustees as provided by New York State Public Officers Law Section 18.

8. Set Date of Gloversville Public Library Vote

Motion to declare the 1st Tuesday in May 2015 as the date for the Gloversville Public Library vote.

Mrs. Pesses made a motion, seconded by Ms. Batchelor, to approve items 1 through 8 above. This was approved all voting aye.

Mrs. Pesses made a motion, seconded by Mrs. Lair, to have Mr. Clark and Ms. Batchelor represent the Library as our liaisons to the Gloversville Library Foundation Board for the fiscal year ending June 30, 2016. This was approved all voting aye.

Mr. Clark appointed the following Trustees to fill the Committee Chair positions:

Executive Committee – The Officers (President, VP, VP of Finance and Secretary)

Budget, Finance and Audit – Mrs. Pesses

Building and Grounds – Mr. Ephraim

Personnel – Mrs. Lair

Public Relations – To be filled at a later date

Programming – Mr. Ephraim

ADHOC Policy Committee – Ms. Batchelor

Mrs. Pesses made a motion, seconded by Mr. De Santis, to close the Library on all Federal Holidays and to close the Library at 1:00 PM on the day prior to New Year's Day, Thanksgiving and Christmas. This was approved all voting aye.

Mrs. Pesses made a motion, seconded by Ms. Dunn Brown, to designate the Library Director to be the appointing authority for Civil Service employment actions. This was approved all voting aye.

Mrs. Pesses made a motion to appoint John Blackmon as the Library's Claims Auditor for the Budget Year 2015-2016. This motion was seconded by Ms. Dunn Brown and approved all voting aye.

Mrs. Lair made a motion, seconded by Mrs. Pesses to adjourn the meeting at 6:55 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Robin Lair
Secretary