



## Draft Minutes of the Organizational Meeting of the Gloversville Public Library July 17, 2018

The Organizational Meeting of the Gloversville Public Library was held on July 17, 2018 at 6:30 P.M. in the Meeting Room at the Library's temporary location, 34 W. Fulton Street, Gloversville, New York.

The following, having been elected by the voters of the Gloversville Enlarged School District, were in attendance: Lisa Buggeln, Christine Pesses, Craig Clark, Merry Dunn Brown, Frank Carangelo, Susan Shrader, Charles Reed, Elizabeth Batchelor and Christian Rohrs. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nicole Hauser, Librarian I, and Virginia Mazur, representing the Friends of the Gloversville Public Library, also attended 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, Susan Shrader, who was elected to a five-year term, Christian Rohrs, who was elected to a one-year term and Charles Reed, who was elected to a one-year term. Barbara Madonna, Library Election Clerk, and Michael Frank, Library Treasurer, were also sworn into office.

Mr. Frank asked for nominations for the position of President of the Board of Trustees. Ms. Dunn Brown nominated Mrs. Pesses for the position of President of the Board of Trustees. Ms. Batchelor 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 with Mrs. Pesses abstaining. At this point in the meeting Mrs. Pesses 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. Buggeln seconded this nomination and it was approved all voting aye. Mr. Reed nominated Mr. Clark for the position of Vice President of Finance. Mrs. Buggeln seconded this nomination and it was approved all voting aye. Ms. Dunn Brown nominated Mrs. Buggeln for the position of Secretary. Ms. Batchelor seconded this nomination and it was approved all voting aye.

Mrs. Pesses presented the following items to the Trustees for review:

3. Contract with Library Director

Motion to renew the contract with Ms. Barbara Madonna for the position as Library Director for the 2018-2019 fiscal year.

Motion to set compensation for Ms. Barbara Madonna at \$66,000 for the 2018-2019 fiscal year.

4. Contract with Treasurer and Recording Secretary

Motion to renew the contract with Michael J. Frank as Treasurer and Recording Secretary for the 2018-2019 fiscal year.

Motion to set compensation for Michael J. Frank at \$8,600 for the 2018-2019 fiscal year.

5. 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.

6. 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 2018-2019.

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.

7. 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.

8. 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, Umbrella policy and Builder's Risk 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.

Barbara Madonna  
Library Director

2018-2019  
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Christine Pesses

Charles Reed

Christian Rohrs

Susan Schrader

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9. 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.

10. Set Date of Gloversville Public Library Vote

Motion to declare the 1<sup>st</sup> Tuesday in May 2019, May 7<sup>th</sup>, as the date for the Gloversville Public Library vote.

Mrs. Buggeln made a motion, seconded by Mr. Reed, to approve items 3 through 10 above. This was approved all voting aye.

Mrs. Pesses made a motion, seconded by Mr. Rohrs, 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, 2019. This was approved all voting aye.

Mrs. Pesses 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 – Mr. Clark

Building and Grounds – Mr. Carangelo

Personnel – Mrs. Buggeln

Public Relations – Ms. Dunn Brown

Programming – Mr. Reed

ADHOC Policy Committee – Mrs. Buggeln

Mrs. Buggeln made a motion, seconded by Ms. Dunn Brown, to close the Library on all Federal Holidays and to close the Library on the day before Thanksgiving, Christmas and New Year's Day at 1:00 PM. This was approved all voting aye.

Mrs. Buggeln 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.

Mr. Rohrs made a motion to appoint John Blackmon of Gloversville as the Library's Claims Auditor for the Budget Year 2018-2019. This motion was seconded by Mr. Carangelo and approved all voting aye.

Mrs. Buggeln made a motion, seconded by Ms. Dunn Brown to adjourn the meeting at 6:53 P.M. This was approved all voting aye.

Michael J. Frank  
Recording Secretary

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Lisa Buggeln  
Secretary