



Gloversville Public Library
Meeting of the Board of Trustees
April 21, 2015
6:30pm
Gloversville Public Library

Pledge to the Flag
Public Comment
Budget Hearing

1. Accept minutes of March 17 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
4. Friends
5. Building and Grounds
66 E. Fulton St parking lot
Fire inspection
Handicap ramp patch
6. AD HOC Steering Committee
Resolution of direction for tax credits
7. AD HOC Policy
Conflicts of Interest
8. Personnel Committee
Interim appointment
9. Program Committee
READ
10. PR Committee
11. Director's Report
NY Heritage
2015 MVLS Library Services Award
12. President's Report
13. Foundation
14. Old Business
Election information 5/5 11 am-8pm
15. New Business
16. Adjourn

Next Meeting: April 21, 2015



Barbara Madonna
Library Director

2014-2015
Board of Trustees

Elizabeth Batchelor

Craig Clark

Vince DeSantis

Jay Ephraim

David Fisher

Robin Lair

James McGuire

Christine Pesses

Minutes of the Groversville Public Library Board of Trustees Meeting

March 17, 2015

The Groversville Public Library Board of Trustees held a meeting on March 17, 2015 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, Craig Clark, Elizabeth Batchelor, Christine Pesses, Jay Ephraim, James McGuire and Merry Dunn Brown. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Groversville Public Library and John Blackmon, Claims Auditor for the Groversville Public Library, also attended the meeting. David Fisher and Vincent De Santis were excused from the meeting.

Ms. Batchelor, Vice-President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Ms. Batchelor asked if there was anything anyone from the public wished to present at this time. Hearing nothing, the regular meeting was convened.

Ms. Batchelor asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on February 17, 2015. Ms. Batchelor asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Pesses made a motion, seconded by Ms. Dunn Brown, to approve the minutes as presented. This motion was approved all voting aye.

Ms. Batchelor asked Mr. Frank to review the Treasurer's Report for the month of February 2015 and the fiscal year-to-date period ending February 28, 2015 with the Trustees. Mr. Frank informed the Trustees that our fiscal year-to-date income through February 28, 2015 is up approximately \$12,200 from the same period of last year due primarily to the higher Tax Levy this year and higher Interest and Dividends received from the Foundation this year. This was partially offset by lower donations received from the Foundation this year. Expenses this year are up approximately \$13,700 from the prior year due primarily to higher pension expense, higher medical insurance and reimbursements, higher computer and automation services and higher professional fees. These expenses have been partially offset by lower library supplies due to a new copier purchased last year and lower maintenance and repairs. Mr. Frank asked if there were any questions or comments on the financials for the month of February 2015 or the year-to-date period ended February 28, 2015. Hearing none, Mr. Ephraim made a motion, seconded by Mrs. Pesses, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for March 2015 numbered 213 through 237 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Groversville Public Library and recommended payment of same. Mrs. Pesses made a motion, seconded by Ms. Dunn Brown, to have Mr. Frank our Treasurer prepare checks for payment of these claims. This was approved all voting aye.

Ms. Batchelor informed the Trustees that there was no report from the Friends. Ms. Madonna informed the Trustees that the Friends are discussing a fundraising walk for some time in September. Ms. Madonna also informed the Trustees that the Friends newsletter would be out soon and that their book and bake sale would be held in June.

Ms. Madonna informed the Trustees that the original amount of \$144,000 from the Division of Library Development Grant that was approved by the Mohawk Valley Library System for the Groversville Public Library had increased to \$150,356. Ms. Madonna also informed the Trustees that she had attended a meeting last month with Butler Rowland Mays Architects LLP and various engineers, etc. to review the progress of the Construction Document phase of the Master Renovation Project. Ms. Madonna also informed the Trustees that the new parking lot project needs to be worked on this spring to comply with the conditions of grant money received.

Mrs. Pesses and Ms. Batchelor reviewed the progress of the Steering Committee since the last meeting. Mrs. Pesses informed the Trustees that the USDA had preapproved our loan application. Mrs. Pesses also informed the Trustees that a meeting was held with Steve Schloika who is the Business Administrator for the Groversville Enlarged School District to discuss various borrowing options for the Library project. If we decide to use bonding or a bond anticipation note for financing it would require a public vote of approval. Mrs. Pesses also informed the Trustees that Ms. Madonna will be doing a presentation to Groversville School District teachers Wednesday morning explaining the Master Renovation Plan and the funding needed. Mrs. Pesses also informed the Trustees that we may get coverage of our project in the New York Times with an article about Richard Russo and his love of the Library in his hometown.

Ms. Batchelor informed the Trustees that the AD HOC Policy Committee had completed a Conflicts of Interest Policy and that a copy had been sent out to all Trustees prior to tonight's meeting for review. Ms. Batchelor asked if there were any corrections or additions that needed to be made prior to a vote on the Policy at the April meeting. Nothing was noted at this time so a vote to approve will be done at the April meeting.

Ms. Madonna informed the Trustees that Mrs. Kuhner will be retiring effective March 28, 2015. Ms. Madonna informed the Trustees that she thinks that with this retirement the Personnel Committee should consider revamping this position and its duties prior to hiring a replacement for Mrs. Kuhner. The Committee agreed to meet with Ms. Madonna to review the position and its duties for the Library.

Mrs. Lair made a motion to go into Executive Session at 7:10 PM to discuss a personnel issue. This motion was seconded by Mr. Clark and approved all voting aye. Mrs. Pesses made a motion to come out of Executive Session at 7:32 PM. This motion was seconded by Mr. Clark and approved all voting aye.

Mrs. Lair informed the Trustees that many programs are currently going on at the Library. The Gloversville Reads Program for 2015 is moving forward and green shirts promoting the "Read" will be ordered soon. Trustees were invited to order a shirt to help promote the program.

Ms. Madonna informed the Trustees that the Foundation established by the Mohawk Valley Library System will be holding its annual dinner in June. Instead of a typical sit down dinner and business meeting the format will be more of a cocktail reception and include a workshop on library sustainability that should be applicable to all of MVLS' member libraries.

Ms. Batchelor informed the Trustees that she had nothing to report for the President's Report.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board met on March 5, 2015. The meeting primarily focused on Borrowing Concerns and Bill Paying Concerns related to the Capital Campaign and renovation project.

Ms. Batchelor asked if there was any old business to come before the meeting. Ms. Madonna reminded the Trustees that there are 3 Trustee positions open for this year's election in May. Petitions need to be submitted by April 1, 2015.

Ms. Batchelor asked if there was any new business to come before the meeting. Mr. Ephraim suggested that we replace our flag in front of the Library. Ms. Madonna said that since the new windows had been installed our flag had not been put back (It was mounted on the wooden window frame outside the Children's Room). Consideration will be given as to what it might be attached to as far as the renovation project is concerned.

Mrs. Pesses made a motion, seconded by Mrs. Lair, to adjourn the meeting at 7:55 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on April 21, 2015 at 6:30 PM.

Michael J. Frank
Recording Secretary

Christine Pesses
Secretary

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE INCOME REPORT AND CASH RECONCILIATIONS

MARCH 2015

	Budget July 1, 2014 to June 30, 2015	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Remaining Balance to be Received Curr. Year
Tax Levy	\$270,509.00	\$0.00	\$270,509.00	\$264,579.00	\$0.00
Investment Income	200.00	5.83	229.43	410.47	(29.43)
Gloversville Library Foundation Inc. - Int. & Div.	145,000.00	11,409.68	116,610.69	103,091.41	28,389.31
Gloversville Library Foundation Inc. - Don. Reg.	7,500.00	0.00	8,280.00	13,112.50	(780.00)
Government Affiliations	6,060.00	25.00	6,507.00	6,854.47	(447.00)
Fines & Miscellaneous Income	14,000.00	1,243.36	8,798.15	9,033.38	5,201.85
U.S. Treasury - Medical Ins. Credit Refunds	5,500.00	0.00	4,787.96	4,178.78	712.04
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	\$458,769.00	\$12,683.87	\$425,722.23	\$411,260.01	\$33,046.77
	Income Cash Reconcilement				
Income Cash Balance on March 1, 2015	\$365,287.68				
Plus: Receipts Per Report	12,683.87				
Less: Expenses Per Report	32,587.32				
Income Cash Balance on March 31, 2015	345,384.23				
Accounts Payable as of 03/31/15	0.00				
Accrued Expenses as of 03/31/15	0.00				
Prepaid Expenses as of 03/31/15	(5,249.23)				
Actual Cash Balance on March 31, 2015	\$340,135.00				

BUILDING FUND

Balance on March 1, 2015	\$135,872.08
Plus: Receipts:	
Interest on Money Market Account	2.49
State Grant for Window Project	20,038.00
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP - Const. Documents	6,131.25
Balance on March 31, 2015	\$149,781.32

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Craig Clark, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

MARCH 2015

	Budget July 1, 2014 to June 30, 2015	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$174,061.00	\$ 14,069.52	\$ 123,112.84	\$ 125,155.38	\$50,948.16
Salaries - Part Time Employees	64,157.00	4,682.04	38,980.38	40,984.95	25,176.62
Salaries - Custodians	23,642.00	2,008.10	17,617.86	16,935.30	6,024.14
F I C A & Medicare Tax	20,032.00	1,588.03	13,747.70	14,005.28	6,284.30
Unemployment Insurance	660.00	0.00	530.75	499.75	129.25
Disability Insurance	780.00	0.00	462.11	578.78	317.89
Medical Insurance	42,880.00	2,085.54	28,903.12	24,272.64	13,976.88
Pension Expense	38,127.00	0.00	29,924.00	19,541.25	8,203.00
Heat	9,000.00	852.27	3,157.10	4,644.05	5,842.90
Electricity	8,500.00	905.89	4,577.29	5,830.22	3,922.71
Telephone	1,000.00	243.28	2,082.20	1,150.16	(1,082.20)
Insurance	10,500.00	0.00	10,811.18	10,119.16	(311.18)
Books, Periodicals, etc.	46,818.00	1,633.07	33,494.32	33,468.29	13,323.68
Computer & Automation Services	18,250.00	890.12	13,326.70	8,736.41	4,923.30
Library, Building & Office Supplies	10,000.00	1,420.75	7,482.41	12,266.84	2,517.59
Maintenance & Repairs	9,000.00	396.92	1,634.47	3,679.27	7,365.53
Financial Secretary	8,200.00	700.00	6,150.00	6,000.00	2,050.00
Professional Fees	5,500.00	0.00	6,856.25	615.00	(1,356.25)
Election Expense	1,000.00	114.80	114.80	0.00	885.20
Professional Meetings & Travel	2,000.00	320.00	1,573.14	1,713.09	426.86
Events & Programming	4,682.00	518.39	2,349.18	1,909.19	2,332.82
Promotion Expense	2,500.00	79.00	2,184.75	3,214.57	315.25
General Expense	2,000.00	79.60	814.37	1,147.27	1,185.63
TOTAL EXPENSE	<u>\$503,289.00</u>	<u>\$32,587.32</u>	<u>\$349,886.92</u>	<u>\$336,466.85</u>	<u>\$153,402.08</u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

MARCH 2015

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,463.90)	\$799.95	FICA & Medicare Expense
			1,663.95	Payroll
4613		Gloversville Public Library	7,884.00	Payroll
4614		NYS Child Support Processing Center	235.08	Child Support
4615	000214	Donna J. Kuhner	352.59	Petty Cash
4616	000215	C D P H P	3,007.65	Medical Insurance
4617	000216	Unique Management Services, Inc.	79.60	G/E - Collection Expense
4618	000217	Michael J. Frank	700.00	Treasurer & Rec. Secretary
4619	000218	Business Card (1,501.10)	443.39	Events & Programming
			641.14	Library Supplies
			85.42	Maintenance & Repairs
			331.15	A/V - DVDs
4620	000219	Barbara J. Madonna	274.69	Prof. Meetings & Travel
4621	000220	Audio Editions	307.05	A/V - DVDs
4622	000221	Palmateer Trucking & Container Service	161.00	Maintenance & Repairs
4623	000222	Port Jackson Media	35.00	Election Expense
4624	000223	Michael Daly	75.00	Events & Programming
4625	000224	National Learning Corporation	98.06	Books
4626	000225	Warren Electric Supply	50.50	Maintenance & Repairs
4627	000226	Frontier Communications	243.28	Telephone
4628	000227	A. Mormile & Son Plumbing & Heating, Inc.	100.00	Maintenance & Repairs
4629	000228	National Grid (1,758.16)	852.27	Heat
			905.89	Electric
4630	000229	Judith A. Hoard	39.99	Fines, Lost Books, etc.
4631	000230	Derby Office Equipment, Inc.	35.64	Library Supplies
4632	000231	Bonnie Howard	45.31	Prof. Meetings & Travel
4633	000232	Mohawk Valley Library System	890.12	Computer & Automation
4634	000233	North Country Books, Inc.	16.79	Books
4635	000234	Baker & Taylor Books	439.56	Books
4636	000235	Center Point Large Print	105.46	Books
4637	000236	The Leader-Herald (228.05)	79.80	Election Expense
			148.25	Promotion Expense
4638	000237	Quill Corporation	703.97	Library Supplies
4639	000238	NYS Child Support Processing Center	235.08	Child Support
4640		Gloversville Public Library	7,774.20	Payroll
DM		NBT Bank - Deposit Slips and Money Market Checks	40.00	Office Supplies
DM		Oppenheimer Funds - 403b Plan	300.00	403b Plan
DM		E F T NYS & Local Retirement System	354.86	Pension - Withholdings
DM		E F T NYS Tax Department	681.30	Payroll
DM		E F T United States Treasury (2,419.27)	788.08	FICA & Medicare Expense
			1,631.19	Payroll
DMs		Jaeger & Flynn Associates, Inc. (Reimbursements)	257.10	Medical Insurance
		CHECK AND EFT PAID OUTS - MARCH 2015	<u>33,893.36</u>	
		PETTY CASH PAID OUTS - MARCH 2015		
		Newspapers (Books)	<u>335.00</u>	
		TOTAL MARCH 2015 PAID OUTS	<u><u>\$34,228.36</u></u>	
		Less: Insurance Reimbursement Johnson	(708.82)	
		Less: Cobra Reimbursement Bucholtz	(470.39)	
		Less: Check for Lost Book Reimbursement	(39.99)	
		Less: Summer Reading T Shirt Reimbursement	(69.25)	
		Less: Petty Cash Check	<u>(352.59)</u>	
		NET TO BALANCE TO EXPENSES	<u><u>\$32,587.32</u></u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

FARLEY GRANT - BULLET AID

Balance as of March 1, 2015		\$0.00	
Grant Money Received		0.00	
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at March 31, 2015			\$0.00

WGY CHRISTMAS WISH GRANT

Balance as of March 1, 2015		\$205.00	
Grant Money Received		0.00	
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at March 31, 2015			\$205.00

STEWART'S FOUNDATION GRANT

Balance as of March 1, 2015		\$325.00	
Grant Money Received		500.00	
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at March 31, 2015			\$825.00

WORKFORCE LITERACY GRANT

Balance as of March 1, 2015		\$193.73	
Grant Money Received		0.00	
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at March 31, 2015			\$193.73

APPROPRIATION FOR FUTURE AUDIT

Balance as of March 1, 2015		\$5,218.75	
Appropriation Provided For In 2014-2015		0.00	
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Appropriation Funds Left at March 31, 2015			\$5,218.75

RESTORATION FUNDS RECONCILEMENT

Balance as of March 1, 2015		\$754.38	
Funds Received		0.00	
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Restoration Funds Left at March 31, 2015			\$754.38



Gloversville Public Library
Director's Report: March 2015
Barbara Madonna – Director

March ended with the retirement of Senior Library Clerk Donna Kuhner. For the last 10 years Donna has functioned as essentially the Assistant Director. It was a bittersweet decision but the opportunity to return to her hometown of Corning and spend time with her father was an opportunity she could not turn down. Instead of simply replacing her with another Senior Library Clerk, we'll be working with Civil Service to evaluate the position and the Library's changing needs. As a result the position could remain vacant for several months. One of the largest segments of Donna's duties is all the extra paperwork created as a result of the 2014 Comptroller's Audit. It will be a challenge to keep up.

The building underwent its annual inspection by the Fire Department. While a few minor issues were easy to correct the largest problem is with the fire alarm system. We have been trying diligently to get in an electrician who services fire alarm systems, but by the end of the month that has not occurred. The Fire Department is naturally concerned and we'll continue to make calls to get it repaired.

The Gloversville READS! 2015 committee continues it's planning of programming for this year's winner, The Bucolic Plague by Josh Kilmer-Purcell. The Library was present for the 2nd annual Autism Family Fun Day hosted by Lexington Center and sponsored by Gloversville-Johnstown Kiwanis. It's a great opportunity to introduce families to the Library in a relaxed fun atmosphere.

Highlight for the campaign this month was the NY Times article written by Steven Greenhouse. It created quite the media stir and resulted not only in donations, but several follow up articles from 3 local papers. We also had a good conversation with members of the city council regarding a Home Rule for the Historic Tax Credit legislation and for support to submit a Community Development Block Grant application with this year's round of CFAs.

Meetings

- March 2nd Ellen Bach and Robert Schofield, Whiteman, Osterman and Hanna, Matthew Blumenfeld, Financial Development Agency, Bernie Margolis, Jeff Cannell, Carol Desch, Karen Balsen, Division of Library Development, and Seth Gilboord and Rich Nabozny, Counsel's Office State Education Department – Albany
- March 4th 1) Jeff
2) NYHeritage.org training
3) Gloversville READS 2015 meeting
- March 5th 1) NYHeritage.org training
2) Gloversville Library Foundation meeting
3) Friends of the Library meeting
- March 6th 1) Staff meeting
2) Ellie DiScocia, Gloversville and Fulton County Senior Center
2) Daniel Storto
3) Elizabeth Batchelor
- March 10th 1) Matthew Blumenfeld, Financial Development Agency and Cathy Ellis
2) Paul Mays, Butler Rowland Mays Architects
3) Steering Committee meeting
- March 13th 1) Staff meeting
2) Foundation for Mohawk Valley Libraries
3) Building inspection
4) Ellen Bach and Robert Schofield, Whiteman, Osterman and Hanna, and Matthew Blumenfeld, Financial Development Agency
- March 17th Board of Trustees meeting
- March 18th 1) Steven Greenhouse

- March 19th 2) Jay Ephraim
1) MVLS Board meeting
- March 20th 2) Nathaniel Brooks, NY Times photographer
1) Staff meeting
3) Brenda Smith and Sanford Loucks, USDA
2) Personnel Committee meeting
- March 22nd Kiwanis-Lexington Family Fun Day for Autism
- March 23rd Robin Wentworth-Ward 1, Ellen Anadio-Ward 4 and Wrandy Siarkowski-Ward 6, Chris Pesses and Elizabeth Batchelor
- March 24th 1) Aides in Senator Farley's office
2) Matthew Pennello, Governor's Liaison to the Regional Economic Councils
3) Dottie MacVean, Assemblyman Butler's office
4) Steven Greenhouse
- March 25th 1) Kyle Adams, Daily Gazette
2) Jean Egnehofer, SHPO, grants division
- March 26th 1) Brandon Myers, City of Gloversville Building and Plumbing Inspector
2) NYHeritage.org training
3) Gloversville READS! 2015 meeting
4) Sue McNeil, Fulton County Republican Committee Chair
- March 27th 1) Staff meeting
2) NYHeritage.org training
3) Dave Fisher and Elizabeth Batchelor
- March 31st 1) Linda Conroy
2) George Emden
3) Pat Burhmaster, Burhmaster Electric
4) Arthur Cleveland, Leader Herald

**Gloversville Public Library
March 2015 Monthly Report**

Statistics for March 2015 are as follows (figures in parentheses represent comparable figures for March 2014):

	2015	2,014
<u>VISITORS</u>	8,250	(8,001)

CIRCULATION

Adult Circulation	2,130	(2,057)
Teen Circulation	264	(294)
Juvenile Circulation	1,234	(1,360)
Audiobooks	298	(262)
eBooks	310	(278)
Music	49	(15)
Periodicals	93	(73)
Videos	1,508	(1,400)
Museum Passes	2	0
Subtotal	5,888	(5,739)
<u>In-House Use</u>		
Adult	315	(374)
Juvenile	238	(524)
Other Materials	1,324	(1,097)
Subtotal	1,877	(1,995)
Total February Circulation	7,765	(7,734)

<u>REFERENCE QUESTIONS</u>	484	(585)
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MEETINGS/PROGRAMS/OUTREACH

15 Adult programs and meetings with 173 people	(13 Adult programs and meetings with 71 people)
23 Juvenile programs with 172 children	(10 Juvenile programs with 204 children)
4 Teen programs with 28 people	(8 Teen programs with 54 people)

<u>INTERLIBRARY LOAN</u>	<u>Material Borrowed</u>	<u>Material Loaned</u>
Books	798	717
AV	220	211
Total	1018	928

<u>COMPUTER USAGE</u>	1,446	(1,545) users
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HISTORICAL ROOM

- Visitors
- Books Used
- Reference Questions
- Telephone Reference
- Letters
- Computer usage