



Barbara Madonna
Library Director

2016-2017
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Craig Clark

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Brian Mazza

Christine Pesses

Wanda Prew

Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

April 18, 2017

The Gloversville Public Library Board of Trustees held a meeting on April 18, 2017 in the Meeting Room at the Library's temporary location, 34 W. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Lisa Buggeln, Brian Mazza, Wanda Prew, Elizabeth Batchelor, Merry Dunn Brown, Jay Ephraim, Craig Clark, and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Jean LaPorta, President of the Friends of the Gloversville Public Library, Nicole Hauser, Librarian I, and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Robin Lair was excused from the meeting.

Mrs. Pesses, President of the Board of Trustees, 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, Mrs. Pesses asked Mr. Clark to review his presentation on the 2017-2018 budget for the public hearing prior to the meeting. Mr. Clark reviewed the various income and expense items in the budget and informed the public that the budget contained no increase in the Tax Levy for next year. Following this presentation the regular meeting continued.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on March 21, 2017 and the Special Meeting held on March 27, 2017. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meetings as presented. Hearing none, Mrs. Prew made a motion, seconded by Mrs. Buggeln, to approve the minutes of the meetings as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of March 2017 and the nine month period ending March 31, 2017. Mr. Frank informed the Trustees that our income for the year to date is up approximately \$64,400 from last year due primarily to the increase in the Tax Levy. This was partially offset by lower income from the Gloversville Library Foundation as planned as the Foundation is holding back funds to pay for borrowing costs related to the Master Renovation Plan. Expenses this year are up approximately \$30,000 from the prior year period primarily due to the higher salary expense related to raises given to the employees effective July 1, 2016 and higher pension costs in the current year. The Computer and Automation line is also up from last year due to new computers purchased for the Children's Room. These increases were partially offset by lower medical insurance expense due to fewer employees in the plan in the current year and lower utilities due to a change in our provider. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Ms. Dunn Brown made a motion, seconded by Mr. Ephraim, to approve the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for April 2017 numbered 876 through 904 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Mr. Mazza made a motion, seconded by Mrs. Buggeln, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Mr. Clark informed the Trustees that the Finance Committee had not met since the last Trustee's meeting but would be scheduling another meeting soon.

Mrs. LaPorta informed the Trustees that the Friend's pie sale had 192 pies ordered and that the Friends made about \$800 on the sale. Mrs. LaPorta also informed the Trustees that the Friends will be having their barbecue on May 19, 2017 with a rain date of May 20, 2017 and that tickets will be available at the front desk of the Library when it reopens on April 24, 2017. Mrs. LaPorta also informed the Trustees that the "Box of Books" program is continuing and that if anyone has books for the program or knows of anyone who has books for the program a member of the Friends will pick them up and store them until the program is able to resume. Mrs. LaPorta also informed the Trustees that the Friends had been able to provide postage for the Gloversville Alumni Committee for mailings to the donors who, to this date, have raised over \$100,000 for the Capital Campaign. Mrs. LaPorta also informed the Trustees that the Friends will be having a fundraiser on October 12, 2017 at the Colonial Little Theater.

Ms. Madonna informed the Trustees that the bid packets are due back on April 24th with an opening set for 3:30 PM. Ms. Madonna also informed the Trustees that she was very pleased with the moving company and their staff.

Ms. Batchelor informed the Trustees that Mr. Wood had sent out the loan packet for the Library Foundation Board Members to approve and return their signature page to his office as soon as possible as NBT Bank wants to close on the loan by April 30, 2017. Ms. Batchelor also informed the Trustees that the Littauer Foundation is sending us \$350,000 which represents the first two payments on their pledge of \$1,000,000.

Mrs. Pesses presented the following Library Policies for the second reading by the Trustees, The Behavior and Environment Policy and the Collection Development Policy. Mr. Ephraim questioned some of the wording in the Behavior and Environmental Policy and the Trustees felt that it needed further review, possibly with counsel. Mrs. Prew made a motion, seconded by Mr. Clark, to approve the Collection Development Policy as presented. This was approved all voting aye.

Ms. Madonna informed the Trustees that she has found a good candidate to work as a Library Assistant for the summer. Ms. Madonna also informed the Trustees that Bonnie Howard still has not submitted a request for a leave of absence.

Ms. Dunn Brown informed the Trustees that she has continued to work on getting volunteers assigned to help with various adult craft programs.

Mr. Ephraim informed the Trustees that the Public Relations Committee had been promoting the Library's move thru various media outlets. The Committee also is planning to keep the Public informed as construction progresses. Mr. Ephraim also informed the Trustees that he and others had attended a workshop at the Schenectady County Public Library on April 6, 2017 entitled "Libraries equals Education". Mr. Ephraim said that he felt that much of the "Branding" suggested was aimed at more affluent areas that Fulton County.

Ms. Madonna informed the Trustees that the State Budget that was passed in Albany will be providing more construction funding which will be good for the member libraries. Ms. Madonna also reminded the Trustees about the upcoming vote on May 2, 2017 with polls open from 11 AM to 8 PM. Ms. Madonna also reminded the Trustees about the MVLS Annual Dinner on May 10, 2017 to be held at the Hales Mills Country Club.

Mrs. Pesses reminded the Trustees about our Plan of Service and felt that we need to stay on top of the Community Impact of our temporary move to a new location. Mrs. Pesses also informed the Trustees that we will be having a cleanup day at the Library on Wednesday April 26, 2017 at 9 AM in preparation for a garage sale to be held over the first weekend in May.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Trustee's meeting.

Mrs. Pesses asked if there was any old business to come before the meeting. Hearing none, Mrs. Pesses asked if there was any new business to come before the meeting. Ms. Madonna informed the Trustees that two of our SHPO Grants needed to be combined and offered the following resolution for approval:

That Barbara Madonna, as Director of Gloversville Public Library, is hereby authorized and directed to accept funds from the New York State Office of Parks, Recreation and Historic Preservation in accordance with the provisions of Title 9 of the Environmental Protection Act of 1993, in an amount not to exceed \$1000,000, and enter into and execute a project agreement with the State for such financial assistance to this Gloversville Public Library for Building Stabilization and Structural Improvements and, if appropriate, a conservation easement or preservation covenant or public access covenant to the deed of the assisted property. A motion was made by Ms. Batchelor, seconded by Ms. Dunn Brown, to approve the above resolution. This was approved all voting aye.

Mrs. Pesses also reminded the Trustees that an Open House would be held here at the new location on May 13, 2017 from 10 AM to 1 PM.

Mr. Mazza made a motion to adjourn the meeting at 8:10 PM. This motion was seconded by Mr. Clark and approved all voting aye.

The next regular meeting of the Board of Trustees will be held on May 16, 2017 at 6:30 PM.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary