



Barbara Madonna
Library Director

2017-2018
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Jay Ephraim

Brian Mazza

Christine Pesses

Charles Reed

Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

April 17, 2018

The Gloversville Public Library Board of Trustees held a meeting on April 17, 2018 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: Christine Pesses, Craig Clark, Frank Carangelo, Merry Dunn Brown, Elizabeth Batchelor and Brian Mazza. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nicole Hauser, Librarian I, Jean LaPorta, President of the Friends of the Gloversville Public Library and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Lisa Buggeln and Charles Reed were excused from the meeting.

Ms. Dunn Brown made a motion to open the Public Hearing on the budget for the fiscal year ending June 30, 2019. This motion was seconded by Mr. Mazza and approved all voting aye.

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, the Public Hearing and regular meeting were convened at this point.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on March 20, 2018. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. Clark made a motion, seconded by Mr. Mazza, to approve the minutes of the meeting of March 20, 2018 as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of March 2018 and the nine-month period ending March 31, 2018. Mr. Frank informed the Trustees that our income for the eight-month period is up approximately \$200 from the same period of last year due primarily to the increase in Donations received through the Foundation of approximately \$5,200, being partially offset by lower Fines and Miscellaneous Income. Fine Income is down approximately \$1,600 and Miscellaneous Income is down approximately \$3,500 due to the extra income from the garage sale last year. Expenses for this year-to-date are up approximately \$15,200 from the same period of last year primarily due to the higher salary expense and related payroll taxes related to raises given to the employees effective July 1, 2017 and the rent expense for the temporary location being offset by lower Library Supplies, lower Utilities Expense, lower Maintenance and Repairs and lower Computer and Automation Expense. The lower Computer and Automation Expense is due to the new Children's Room computers that were purchased in the fiscal year ending June 30, 2017. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Carangelo made a motion, seconded by Ms. Batchelor, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for April 2018 numbered 1276 through 1310 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. Ms. Batchelor made a motion, seconded by Mr. Mazza, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

At this point in the meeting, Mrs. Pesses asked Mr. Clark to review his presentation on the 2018-2019 budget with the Trustees and the members of the Public that were attending. Mr. Clark reviewed the various income and expense items in the budget and informed the public that the budget contained a proposed increase of \$30,000 in the Tax Levy which is primarily a result of the increase in the minimum wage since the increases began in January of 2014. Mrs. Pesses thanked Mr. Clark for his presentation and asked for a motion to adjourn the Public Hearing meeting. Ms. Batchelor made a motion, seconded by Ms. Dunn Brown to adjourn the Public Hearing meeting. This was approved all voting aye.

Mr. Frank informed the Trustees that the Gloversville Library Foundation needed to draw on their Line of Credit with NBT Bank in April 2018, \$200,000 to pass up to the Library to cover Construction Bills that needed to be paid in April 2018. This draw on their Line of Credit brings the outstanding amount up to \$700,000.

Mrs. LaPorta informed the Trustees that The Friends of the Gloversville Public Library organization had received the Scholarship applications from the Gloversville High School and are waiting for the essays to be turned in for review and considerations. Mrs. LaPorta also informed the Trustees that the Friends newsletter was at the printers and would be out soon. Mrs. LaPorta also informed the Trustees that the Friends are looking to update their website. Mrs. LaPorta also informed the Trustees that the Friends will help with summer programming expenses for the Library.

Mrs. Pesses informed the Trustees that we should plan another garage sale for this fall as items currently being used at the temporary location will no longer be needed when we move back into the Library building. It was suggested that we ask CRG if there are things they would like us to leave for their use when we move. The Trustees agreed that this was a good suggestion.

Ms. Batchelor informed the Trustees that the interior of the Library Building is really beginning to take shape with painting and finishing work being completed. Ms. Batchelor also informed the Trustees that the towers are well on their way to being completed as well.

Mrs. Pesses informed the Trustee that the Steering Committee had not met but that a meeting was planned for the beginning of May.

Mrs. Pesses presented the following policies for the first reading with changes noted: The Internet and Computer Policy, The Whistleblower Policy, The Conflict of Interest Policy and The Tutoring Policy. Minor changes were noted and the Policies will be fixed and presented for the second reading at the May meeting.

Ms. Madonna informed the Trustees that she was ready to hire a Part Time Library Assistant for Public Relations and a Part Time Library Clerk. Mr. Clark made a motion, seconded by Ms. Dunn Brown, to approve funding these two positions. This motion was approved all voting aye. After Ms. Madonna reviewed the staffing changes that she and Mrs. Hauser had been working on it was felt that a third Part Time Library Assistant for Youth Services should also have been included. Mr. Clark made a motion, seconded by Ms. Dunn Brown, to approve changing the prior resolution to include three additions to the staff. This was approved all voting aye.

Ms. Madonna also distributed a schedule of Events planned for May at the Library.

Ms. Dunn Brown informed the Trustees that a Student Meeting was held at Fulton Montgomery Community College last week with seven students that live in Gloversville as part of the information gathering for the Plan of Service, Ms. Dunn Brown informed the Trustees that these students were all very positive about the Community of Gloversville. Ms. Dunn Brown also informed the Trustees that the Public Relations Committee is scheduling more Advocacy Tables and will need volunteers to cover them.

Ms. Madonna informed the Trustees that a new Election Page was added to the Library's website.

Mrs. Pesses informed the Trustees that Mr. Clark and Mr. Carangelo will work to create a group of 20 to 30 people comprised of one third Focus Group attendees, one third Patrons and one third Staff and Trustees to meet with Eric Trahan and Wade Abbott from MVLS to work on directions for our Plan of Service. Mrs. Pesses also reminded the Trustees that the election is on May 1, 2018 from 11 AM to 8 PM.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Board meeting but will probably meet in late May or June.

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. Hearing none, Mrs. Pesses asked for a motion to go into Executive Session. Ms. Dunn Brown made a motion to go into Executive Session at 7:56 PM. This was seconded by Mr. Carangelo and approved all voting aye. Ms. Dunn Brown made a motion to come out of Executive Session at 8:18 PM. This was seconded by Mr. Mazza and approved all voting aye.

Mr. Mazza made a motion to adjourn at 8:20 PM. This motion was seconded by Ms. Batchelor and approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday May 15, 2018 at 6:30 PM.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary