



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting April 16, 2019

The Gloversville Public Library Board of Trustees held a meeting on April 16, 2019 in the Large Meeting Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Christine Pesses, Lisa Buggeln, Elizabeth Batchelor Merry Dunn Brown, Susan Shrader, Frank Carangelo, Charles Reed and Craig Clark. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nicole Hauser, Librarian I, Jean La Porta, President of the Friends of the Gloversville Public Library, and John Blackmon, Claims Auditor for the Gloversville Public Library also attended the meeting. Christian Rohrs was excused from the meeting.

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 Shrader

Mrs. Pesses informed the Trustees that the Public Hearing on the budget for the fiscal year ending June 30, 2020 was now open and asked Mr. Clark our Vice President of Finance to review his handout. Mr. Clark informed the public that our budget for 2019-2020 was approximately \$641,300 with a proposed tax levy of \$453,695. Approximately \$160,000 will need to come from our fund balance to meet our expenses for the 2019-2020 year. Mr. Clark also informed the public that the Library vote is on Tuesday May 7, 2019. Ms. Dunn Brown made a motion, seconded by Mrs. Buggeln, to close the public hearing on the proposed budget for our next fiscal year at 6:45 PM. This motion was approved all voting aye.

Mrs. Pesses, President of the Board of Trustees, opened the regular 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 Regular Meeting was convened.

Mrs. Pesses introduced Eric Trahan, Director of Mohawk Valley Library System, who led a discussion pertaining to the Library going fine free. Several other Libraries in the area are experimenting with doing this and other areas that have gone this route have not found that it has led to more delinquencies or materials not being returned. The Trustees agreed that we should take a look at this and review our Policy.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on March 19, 2019. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. Reed made a motion, seconded by Mrs. Shrader, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of March 2019 and the year-to-date period ending March 31, 2019. Mr. Frank informed the Trustees that our income for the year-to-date was up approximately \$28,200 from last year due primarily to the increase in the tax levy. Expenses for the year-to-date period thru March 31, 2019 are up approximately \$61,600 due to higher salaries and salary related benefits, higher Computer and Automation Services, higher Library Supplies, higher Insurance Expense, higher Utilities, higher Maintenance and Repairs and higher General Expense which have been offset by lower Rent Expense in the current year due primarily to the time involved with moving back into the Library building and the expenses involved with the temporary location in the prior year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Buggeln 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 2019 numbered 1714 through 1749 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. Mrs. Buggeln made a motion, seconded by Mr. Reed, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Mrs. La Porta informed the Trustees that the Friends had sent their scholarship information to the Gloversville High School and would be awaiting applications from students. Mrs. La Porta also informed the Trustees that the pie sale and the spaghetti dinner both did very well. Mrs. La Porta also informed the Trustees that the Friends will be holding a fundraiser at the Colonial Little Theater on April 23, 2020. Mrs. La Porta also informed the Trustees that books are now being accepted again for the Friends next book sale. A date has yet to be determined. An Ice Cream Social and Apple Crisp program also will be held at the Library over the summer. The next meeting of the Friends will be held on May 2, 2019.

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Mr. Frank informed the Trustees that the Foundation had not met since the last Library Trustees meeting but that a meeting will be scheduled in late May or early June.

Mr. Carangelo informed the Trustees that the Building and Grounds Committee had met last Thursday and that they were working on a list of items that will need to be done each year at the Library as the seasons change from winter to spring, spring to summer, summer back to fall and then fall back to winter. This list will be distributed when it is completed.

Mrs. Buggeln informed the Trustees that there was no meeting of the AD HOC Policy Committee since the last Trustee's meeting.

Ms. Dunn Brown informed the Trustees that the Outreach Committee would be meeting tomorrow at 3:30 PM. Ms. Dunn Brown informed the Trustees that they could not get a table at the Broadalbin Home Show. Ms. Dunn Brown also informed the Trustees that they had 9 people at the Estee Apartments and 33 people at the Kingsboro Towers for the outreach programs. Ms. Dunn Brown also informed the Trustees that a book drop and swap was planned for May 4, 2019 as part of the community's 100 in 1 Day activities.

Ms. Madonna informed the Trustees that she would like to create a new Part Time Library Clerk Position. Ms. Batchelor made a motion, seconded by Ms. Dunn Brown to approve this new position. This was approved all voting aye. Ms. Madonna also informed the Trustees that she had interviewed three new people and that two of the three looked good for potential employment.

Mr. Reed informed the Trustees that the Program Committee had not met since the last Trustee's meeting. Ms. Madonna informed the Trustees that the rest of this year's budget was being spent with a program each month and that work was being done on summer programming.

Ms. Madonna informed the Trustees that the History Room is being worked on with decisions to be made on many things that have been in the collection for long periods of time that do not have a connection to the local area. Ms. Batchelor informed the Trustees that the donated 1888 map of Gloversville will need to be laminated.

Mrs. Pesses informed the Trustees that the Plan of Service is close to being ready for review. Mrs. Pesses also reminded the Trustees that the Library vote is fast approaching and will be held on May 7, 2019 from 11 AM to 8 PM.

Mrs. Pesses asked if there was any old business to come before the meeting. Mrs. Pesses showed the Trustees several of the pictures of the men that have been discussed at previous meetings and felt that a committee should be established to make a determination as to what we should do with these pictures. Mr. Reed and Ms. Dunn Brown said that they would work with Mrs. Pesses on this project.

Mrs. Pesses asked if there was any new business to come before the meeting. Hearing none, Ms. Dunn Brown made a motion to adjourn the meeting at 8 :20 PM. This motion was seconded by Mrs. Shrader and approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday May 21, 2019 at 6:30 PM. at the Library Building at 58 East Fulton Street, Gloversville, New York.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary