



Barbara Madonna
Library Director

2013-2014
Board of Trustees

Elizabeth Batchelor

Craig Clark

Vincent DeSantis

Jay Ephraim

David Fisher

Robin Lair

Hannah McAllister

Christine Pesses

Minutes of the Gloversville Public Library Board of Trustees Meeting

December 17, 2013

The Gloversville Public Library Board of Trustees held a meeting on December 17, 2013 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Jay Ephraim, Vincent De Santis, Hannah McAllister, Christine Pesses, Elizabeth Batchelor, Craig Clark and Eleanor Brooks. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library and Nancy Krawczeski, representing the Friends of the Gloversville Public Library also attended the meeting. David Fisher and Robin Lair 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 November 19, 2013. 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 Mrs. McAllister, 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 November 2013 and the fiscal year-to-date through November 30, 2013 with the Trustees. Mr. Frank commented that our year-to-date income through November 30, 2013 is down from last year due primarily to not having received our Tax Levy from the Gloversville School District yet and also not having received our Medical Insurance Credit Refund from the United States Treasury yet for the current year. Expenses this year are up approximately \$18,000 over the prior year due primarily to payroll and payroll related benefits and expenses. Library Supplies are also up over last year due primarily to the purchase of a new copier. Mr. Frank asked if there were any questions or comments on the financials for the month of November 2013 or the year to date through November 30, 2013. Hearing none, Mrs. McAllister made a motion, seconded by Mrs. Pesses, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Frank informed the Trustees that the Finance Committee had not met again since the last Trustee's meeting but that the Gloversville Library Foundation, Inc. had approved an increase of \$3,000 in support for the 2014-2015 Budget for the Library. Mr. Frank reviewed the Finance Committee's proposal to increase the hourly pay rate for all employees as of January 1, 2014 by \$.50 per hour for all employees both hourly and salaried and to increase Ms. Madonna's pay by \$1,000 during the final six months of our 2013-2014 budget year in light of the fact that the New York State minimum wage would be increasing by \$.75 on December 31, 2013, an additional \$.75 on December 31, 2014 and an additional \$.25 on December 31, 2015 bringing the minimum wage to \$9.00 as of December 31, 2015. Mr. Frank informed the Trustees that we had room in our budget for the current year to do this. Mr. De Santis made a motion, seconded by Mrs. Pesses to approve the Finance Committee's recommendation as described above. This was approved all voting aye.

Ms. Madonna informed the Trustees that Rachel Schwendinger from the New York State Comptroller's Office came in today to start the audit of the Library. She will be focusing on the past fiscal year and the current year to date through November 30, 2013.

Ms. Krawczeski informed the Trustees that the Friends did not meet in December but that they are planning another fundraiser at Applebee's restaurant in Johnstown. Ms. Krawczeski also informed the Trustees that the Friends are providing Chamber Checks for the Library staff again this year for Christmas. Ms. Krawczeski also informed the Trustees that the Friends newsletter would be coming out soon and that the Friends would be meeting in January and would discuss their support for the Library for the 2014-2015 Budget year. Ms. Krawczeski also informed the Trustees that the Friends provided books to Northeast Parent and Child for their holiday party for children and foster parents.

Ms. Madonna informed the Trustees that there was nothing new to report on the windows project. The exterior paint finish proposed by the contractor proved out to be satisfactory for the project. Ms. Madonna informed the Trustees that she would be working with Paul Mays to determine who should receive a RFP regarding the Geotechnical testing for the Library construction project.

Lisa Hayes has also prepared a packet for review by the New York State Office of Historic Preservation regarding the changes to the building outlined in Design Development. Because the Library building is 50+ years old, SHPO must sign off on changes that impact the historic design and nature.

Mrs. Pesses reviewed her Steering Committee report from the December meeting with the Trustees. Mrs. Pesses informed the Trustees that the "Friends and Family" solicitation was finished and that the next phase of solicitations will be the Leadership Gifts solicitations. An event is being planned for Sky Heart Place on January 22nd from 5 to 7:30 PM. Mrs. Pesses informed the Trustees that we would be getting contracts from the CPA and the Law firms who made the tax credit presentation to start working on the New Market Tax Credits and the Federal and State Historic Grant applications. Mr. Wood, Chairman of the Gloversville Library Foundation, will be reviewing and signing the contracts on behalf of the Foundation.

Ms. Batchelor informed the Trustees that the AD HOC Policy Committee has been working on changes to our Circulation Policy regarding damaged books and has been developing a policy about recognition plaques for donations. Ms. Batchelor presented, for first reading, The Circulation Policy with changes noted regarding damaged books and a new Donor Recognition Policy. These Policies will be voted on at the January meeting.

Ms. Batchelor informed the Trustees that there was no report from the Personnel Committee.

Mr. Ephraim informed the Trustees that the Program Committee had met and reviewed the Plan of Service pertaining to access to the Library. A survey is being planned to see if residents and users of the Library are aware of all that is going on at the Library. Mr. Ephraim also informed the Trustees that 30 different books were nominated for the 2014 Gloversville Reads Program and that the Committee had narrowed it down to 4 books that will be put out to the public to be voted on for "The Read". The Committee is also looking into a possible book for the Middle and High Schools.

Mrs. McAllister informed the Trustees that the Promotion Committee had met and was working on Promoting the Capital Campaign using the funds approved by the Steering Committee. Mrs. McAllister informed the Trustees that the Committee also felt that we should work to improve Facebook with some photos. Mrs. McAllister also informed the Trustees that we now have an ad on the WENT "News at Noon" flyer that is available at local McDonald's restaurants. Mrs. McAllister also informed the Trustees that March 21, 2014 is going to be Digital Literacy Day.

Ms. Madonna informed the Trustees that stolen laptop has not been returned to the Library yet as it is still being held as evidence in the pending case.

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

Mr. Frank informed the Trustees that the Gloversville Library Foundation held their Annual Meeting on December 11th and that they had elected officers for the coming year. Mr. Wood informed the Board at the meeting that Mr. Thaisz had asked to be removed from the Board due to health reasons.

Ms. Batchelor asked if there was any old business to come before the meeting. A discussion followed about the hours that the Library is open. The feeling of the Trustees was that we should do a better job promoting the hours that the Library is open in the evening to the public in our advertising.

Mrs. Pesses made a motion, seconded by Mrs. McAllister, to adjourn the meeting at 8:15 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on January 15, 2014 at 6:30 PM.

Michael J. Frank
Recording Secretary

Christine Pesses
Secretary