



Barbara Madonna  
Library Director

2017-2018  
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Robin Lair

Brian Mazza

Christine Pesses

Charles Reed

## Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

December 19, 2017

The Gloversville Public Library Board of Trustees held a meeting on December 19, 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, Craig Clark, Frank Carangelo, Robin Lair, Merry Dunn Brown, Elizabeth Batchelor, Christine Pesses and Charles Reed. 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.

Mrs. Pesses, President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mrs. Pesses asked the Trustees if they would approve appointing Charles Reed to the Board of Trustees to fill the vacancy left when Jay Ephraim resigned. Mr. Clark made a motion, seconded by Mrs. Buggeln, to approve Charles Reed being appointed to fill the vacancy on the Board of Trustees. This was approved all voting aye. Ms. Madonna had Mr. Reed read the Oath of Office which will be notarized by Mr. Frank and filed in the County Clerk's office.

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

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on November 21, 2017. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. One change was noted in that Mrs. Buggeln presented the Policies for review at the November meeting. With this change noted, Mr. Mazza made a motion, seconded by Ms. Dunn Brown, to approve the minutes of the meeting of November 21, 2017. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of November 2017 and the five-month period ending November 30, 2017. Mr. Frank informed the Trustees that our income for the five-month period is down approximately \$3,000 from last year due primarily to the decrease in the income received from Fines and Miscellaneous Income. Fine Income is down approximately \$1,000 and Miscellaneous Income is down approximately \$2,000 due to the extra income from the garage sale last year. Expenses for this year-to-date are up approximately \$15,700 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 and Utilities this year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Lair made a motion, seconded by Mrs. Buggeln, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for December 2017 numbered 1140 through 1171 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 Ms. Dunn Brown, to approve the Warrants and 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 met and was continuing to work on the Budget for the fiscal year ending June 30, 2019. Mr. Clark informed the Trustees that an increase in the Tax Levy would be necessary to support next year's budget after we return to the Library Building. Mr. Clark handed out a worksheet showing the effect of various possible increases in the Tax Levy. Another meeting of the Finance Committee is planned prior to the Trustee's meeting in January 2018.

Mr. Frank informed the Trustees that the Gloversville Library Foundation received an advance of \$300,000 on their Line of Credit to pass up to the Library to cover December construction costs and that he had transferred \$400,000 from the Library's General Fund as a loan to the Construction Account to pay the December construction bills.

Ms. Batchelor informed the Trustees that a financial report on the construction costs to date was prepared and sent to the Littauer Foundation in support of their pledge for the project.

Mrs. LaPorta informed the Trustees that the Friends had given gifts to the Library staff for Christmas and that the Friend's newsletter had been sent out to the membership and that copies were available to anyone wishing to have one. Mrs. LaPorta also informed the Trustees that the Friends are willing to help support any new projects that the Library decides to do during or after the construction is done.

Ms. Batchelor informed the Trustees that some rot was discovered in replacing the roof of the Library Building and that it had been replaced. Ms. Batchelor also informed the Trustees that much of the plumbing and heating has been roughed in and that donor tours have been continuing as construction allows. Framing inside is also being done and the facade above the main entrance has been taken down and will be replaced in the spring when weather permits.

Ms. Batchelor informed the Trustees that there was no report from the AD HOC Steering Committee but that a newsletter has been prepared and sent out to donors showing the project progress to date.

Mrs. Buggeln presented the following Policies for their second reading as reviewed by the AD HOC Policy Committee, with changes noted: Behavior and Environmental Policy, Personnel Policy, Meeting Room Policy, Harassment Policy and Homebound Services Policy. Mr. Mazza made a motion, seconded by Ms. Dunn Brown, to approve these policies as presented with no additional changes. This motion was approved all voting aye.

Ms. Madonna informed the Trustees that she was waiting for Civil Service to send her a list for the Library Assistant position. Ms. Madonna also informed the Trustees that she and Nicole Hauser had been working on a rotating schedule for the staff so that the same people would not always be working on Saturday or Monday.

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

Mrs. Pesses showed the Trustees the Library Advocacy table that she had set up in the meeting room before the meeting. Mrs. Pesses also informed the Trustees that the Public Relations Committee most recently had this table set up at the Food Pantry at the North Main Street Methodist Church. The Committee is also exploring possible other sites such as the Senior Center or the two Towers in Gloversville.

Ms. Madonna informed the Trustees that she had nothing else for her Director's report.

Mrs. Pesses informed the Trustees that eight meetings had been held to date with approximately 85 people attending with Wade Abbott from Mohawk Valley Library System as part of developing our "Plan of Service" for the Library. Other meetings are being planned for after the holidays. Mrs. Pesses also informed the Trustees that she will be unable to attend the meetings in February and March.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had met for their Annual Meeting on December 14, 2017. As part of their meeting the Foundation approved \$64,000 in their budget for the Library for the 2018-2019 budget. Donations will also be passed up as received during the year. The Board also approved any two officers being able to request advances on their line of credit with NBT Bank.

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, a motion was made by Mr. Mazza, seconded by Mrs. Lair, to adjourn the meeting at 8:00 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday January 16, 2018 at 6:30 PM.

Michael J. Frank  
Recording Secretary

---

Lisa Buggeln  
Secretary