



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting December 18, 2018

The Gloversville Public Library Board of Trustees held a meeting on December 18, 2018 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, Susan Shrader, Frank Carangelo, Lisa Buggeln, Charles Reed, Elizabeth Batchelor, Christian Rohrs 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. Merry Dunn Brown was excused from the meeting.

Barbara Madonna
Library Director

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 Regular Meeting was convened.

2018-2019
Board of Trustees

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

Elizabeth Batchelor

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of November 2018 and the year-to-date period ending November 30, 2018. Mr. Frank informed the Trustees that our income for the year-to-date was up approximately \$31,200 from last year due primarily to the increase in the tax levy. Expenses for the year-to-date period thru November 30, 2018 are up approximately \$20,700 due to higher salaries and salary related benefits, higher Computer and Automation Services, higher Library Supplies and higher General Expense which have been offset by lower book and DVD purchases and 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, Mr. Rohrs made a motion, seconded by Mr. Reed, to accept the Financial Report as presented. This was approved all voting aye.

Merry Dunn Brown

Mr. Frank distributed the Warrants list for December 2018 numbered 1569 through 1605 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. After considerable discussion, Ms. Batchelor made a motion, seconded by Mr. Clark, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims with the exception of Warrant number 1603 which will be held for review until the January 2019 meeting. This motion was approved all voting aye.

Lisa Buggeln

Frank Carangelo

Craig Clark

Christine Pesses

Mr. Frank informed the Trustees that the Gloversville Library Foundation had agreed to give the Library \$60,000 from the proceeds of the securities sold in December to help pay construction bills and that the Foundation had also given the Library a check for \$71,000 from the Capital Campaign Account for furniture bills related to the renovation project.

Charles Reed

Christian Rohrs

Mr. Clark informed the Trustees that the Finance Committee had met and started to discuss the budget for the fiscal year ending June 30, 2020. Mr. Clark informed the Trustee that the Committee agreed that we should ask for a \$30,000 increase in the Tax Levy as part of the 2019-2020 budget. The Trustees were receptive to this recommendation.

Susan Shrader

Mrs. La Porta informed the Trustees that the Friends newsletter would be out soon. Mrs. La Porta also informed the Trustees that the Membership Drive is going well with lots of new memberships coming in and renewals of current members. Mrs. La Porta informed the Trustees that the Friends had provided staff recognitions for the holidays and that she felt that the Grand Reopening was a huge success. Mrs. La Porta also informed the Trustees that the Friends new meeting schedule was in place and that they were beginning to plan fundraisers for 2019 and hoping to start their book sales again soon.

Mr. Carangelo informed the Trustees that the Building and Grounds Committee had held two meetings since the last Trustees Meeting and that they had checked on the three largest snow removal companies in the area and were seeking bids to take care of snow removal at the Library. Bids are due back to the

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Library by December 22, 2018. Ms. Madonna informed the Trustees that James Esper had agreed to take care of it until we had a chance to put it out for bids. Mr. Carangelo also informed the Trustees that they were working on how to control the heat in all the different rooms of the Library and that they were also working on a list of maintenance items to be done and how often they should be done. Mr. Carangelo also informed the Trustees that the parking lot, east of the Probation office, would need to be paved and lighting installed by August 2019 and that it would provide approximately 19 additional parking spaces. The Committee is also planning to meet again on January 9, 2019.

Mrs. Buggeln presented the Patron Borrowing, Computer and Internet, and Meeting Room Policies with changes noted for the first reading. The Trustees approved the first reading of the Patron Borrowing and Computer and Internet policies and these will be presented for the second reading and acceptance at the January 2019 meeting. There was sufficient discussion of the Meeting Room Policy that it was returned to the Committee for more discussion.

Mrs. Buggeln informed the Trustees that no Personnel Committee meeting has been held since the last Trustee's meeting and that they needed to get together with Ms. Madonna to review her evaluation.

Mr. Reed informed the Trustees that no meeting of the Program Committee had been held since the last Trustee's meeting but that one is scheduled for January 8, 2019 at 3:00 PM.

In Ms. Dunn Brown's absence, Mrs. Hauser informed the Trustees that the next meeting of the Public Relations Committee is scheduled for January 15, 2019 at 3:00 PM. Mrs. Hauser also informed the Trustees that there was a concert last night and that the Polar Express program is set for this Friday at 4:00 PM.

Ms. Madonna informed the Trustees that the staff has been having some problems with teenagers running and misbehaving in the Library Building. The Trustees agreed that if this problem continues, she should notify the Police Department.

Mrs. Pesses discussed the Library's need to work on getting our Plan of Service completed with the next step being to plan goals. Mrs. Pesses felt that each of the Committees should discuss their goals and be prepared to review them with the full Board of Trustees. Mrs. Pesses also informed the Trustees that since we have several new trustees that some Trustee training is warranted. Mrs. Pesses informed the Trustees that there are four different modules that are each 45 minutes long to help with this training. A scheduling time will be decided soon but perhaps it might be done prior to several Board of Trustee meetings.

Mr. Frank informed the Trustees that the Foundation Finance Committee and Full Board had met on December 12, 2018 and had reviewed their current financial picture as of November 30, 2018. The Finance Committee decided to sell approximately \$1,000,000 of the Endowment portfolio due to the current volatility in the stock market. If the DASNY Grant money comes thru timely these funds will be used to pay down the Line of Credit with NBT bank which is currently at \$2,975,000.

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. Buggeln made a motion to adjourn the meeting at 8:35 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 January 15, 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