



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting February 21, 2017

The Gloversville Public Library Board of Trustees held a meeting on February 21, 2017 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Wanda Prew, Elizabeth Batchelor, Merry Dunn Brown, Lisa Buggeln, Craig Clark, Brian Mazza and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Jean LaPorta, President of the Friends of the Gloversville Public Library, Nicole Hauser, Librarian I, and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Robin Lair and Jay Ephraim were 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 at this point.

2016-2017
Board of Trustees

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on January 24, 2017. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Prew made a motion, seconded by Mrs. Buggeln, 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 January 2017 and the seven month period ending January 31, 2017. Mr. Frank informed the Trustees that our income for the year to date is up approximately \$86,200 from last year due primarily to the increase in the Tax Levy. This was partially offset by lower income from the Gloversville Library Foundation as planned as the Foundation is holding back funds to pay for borrowing costs related to the Master Renovation Plan. Expenses this year are up approximately \$35,000 from the prior year period primarily due to the higher salary expense related to raises given to the employees effective July 1, 2016 and higher pension costs in the current year. The Computer and Automation line is also up from last year due to new computers purchased for the Children's Room. These increases were partially offset by lower medical insurance expense due to fewer employees in the plan in the current year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Mazza made a motion, seconded by Ms. Dunn Brown, to approve the Financial Report as presented. This was approved all voting aye.

Merry Dunn Brown

Lisa Buggeln

Craig Clark

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Robin Lair

Brian Mazza

Christine Pesses

Wanda Prew

Mr. Frank distributed the Warrants list for February 2017 numbered 821 through 847 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 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 on February 16, 2017 and that they had started discussing a five year financial plan for the Library which will include new items such as maintenance contracts for the elevator. The Committee also discussed the additional need for managing the bill paying during the construction project. The Committee will be meeting again in March to continue to explore what changes will be necessary in future budgets for the Library.

Mrs. LaPorta informed the Trustees that the Friend's had also set up an account with the Amazon Smiles program to help increase their income. Mrs. LaPorta also informed the Trustees that the due date for their pie sale orders was March 25, 2017 and that the pies will be ready for pick up on April 12, 2017 at the Church of the Holy Spirit. Mrs. LaPorta also informed the Trustees that the Friends will be having their barbecue on May 19, 2017 and will also be having an ice cream fundraiser at the Perfect Scoop in Meco this summer. Mrs. LaPorta also informed the Trustee that a spaghetti dinner is planned for this fall and that the Colonial Little Theater had approved them having another fundraiser there later this year. Mrs. LaPorta also informed the Trustees that any articles for the Friend's next newsletter need to be in by March 15, 2017. The Friends next meeting will be on March 2, 2017.

Ms. Batchelor informed the Trustees that we were getting estimates to move the paintings in the lobby and also to get the clock move ready. Ms. Madonna informed the Trustees that the Fulton County Center for Regional Growth temporary move space is progressing nicely and that Whiteman Osterman & Hanna's legal opinion letter for the bank loan with NBT Bank had been reviewed and approved by NBT's counsel. Ms. Madonna also informed the Trustees that SHPO had asked for a couple of changes in the bid packets for the renovation work and that Butler Rowland Mays Architects had completed them and the bid packets were back at SHPO and should be approved by March 9, 2017. Ms. Madonna also informed the Trustees that Haz Mat testing was done and very little changed from the last survey that was done in 2013. One question raised was about the underpinning of the roof of the handicap entrance. Ms. Madonna informed the Trustees that she would be checking with Kucel Contractors to see if there was any issue with the materials used for the roof of the handicap entrance.

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Ms. Madonna introduced the following resolution: Motion to authorize the Building Committee to work with the Library Director, architects and construction management firm to maintain close supervision of the renovation project and to approve change order requests up to \$10,000 per individual change with a project total aggregate of up to \$300,000. Change orders beyond \$10,000 or beyond a total aggregate of \$100,000 will need to be approved by the full board of Trustees at a regularly or specially scheduled board meeting. A motion was made by Mr. Mazza, seconded by Mrs. Buggeln, to approve the above resolution. This was approved all voting aye.

Mrs. Buggeln presented the following Library Policies for the first reading by the Trustees, Support Organizations, Behavior and Environment, Collection Development, Donations and Donor Recognition. Minor spelling changes were recommended and approved. The Policies will be presented at the March meeting for approval.

Ms. Madonna informed the Trustees that she has determined that we need to hire a Library Clerk for the Adult Department and that she has notified Civil Service and is waiting to get a list from them. Ms. Madonna also informed the Trustees that when considering the Library's long term future, after the renovation, we need to expand the staff beyond Library Clerks to positions that really support the community's needs. Library Assistant is a very versatile title somewhere between a Clerk and a Librarian that should be added to our staffing plan. Ms. Madonna said that she is also considering a Senior Library Clerk who would oversee all the Library Clerks who will be spread over two or three levels of the renovated library.

Ms. Dunn Brown informed the Trustees that the Program Committee is looking for craft help in the Adult Department. Any volunteers would be appreciated.

In Mr. Ephraim's absence, Mr. Clark informed the Trustees that the Public Relations Committee had met and was ready to advertise the move to the temporary location on West Fulton Street. The Committee also is planning to keep the Public informed as construction progresses.

Ms. Madonna distributed "Flash Cards" to the Trustees with three bits of information for talking points about the Library. Ms. Madonna also informed the Trustees that Library Advocacy Day in Albany will be held on March 1st this year. Ms. Madonna also informed the Trustees that the 2016 State Annual Report had been submitted to Mohawk Valley Library System. Mrs. Prew made a motion, seconded by Mrs. Buggeln, to approve the filing of the report with MVLS. This was approved all voting aye.

Ms. Madonna also informed the Trustees that it was time to approve our Joint Automation Agreement with MVLS and SALS. Mr. Clark made a motion, seconded by Ms. Batchelor, to approve Mrs. Pesses, Board President, signing the Agreement on behalf of the Library. This was approved all voting aye.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Trustee's meeting. Mrs. Pesses informed the Trustees of Mr. Maider's passing and expressed her sympathies to his family and friends. Mr. Maider was a longtime supporter and Trustee for the Library and the Library Foundation.

Ms. Madonna informed the Trustees that the Trustee Packets for the openings on the Board of Trustees for next year would be available by the end of next week.

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. Mr. Frank informed the Trustees that he had opened the new Construction Checking Account at NBT Bank and felt that we should transfer most of the money in the Building Fund Money Market Account to the new Construction Account. Mr. Clark made a motion to transfer \$300,000 of the money in the Building Fund to the new Construction Account. This motion was seconded by Ms. Dunn Brown and approved with all voting aye.

Mrs. Pesses also suggested a resolution to honor the life and support of the Gloversville Library by Robert Maider as a member of both the Library Board and the Library Foundation Board. Mr. Clark made a motion, seconded by Mrs. Prew, to approve the resolution. This was approved all voting aye.

Ms. Madonna also informed the Trustees that the MVLS Annual Dinner would be held this year on May 10th at the Hales Mills Country Club in Johnstown.

Mrs. Buggeln made a motion to adjourn the meeting at 8:10 PM. This motion was seconded by Mrs. Prew and approved all voting aye.

The next regular meeting of the Board of Trustees will be held on March 21,, 2017 at 6:30 PM.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary