



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting February 20, 2018

The Gloversville Public Library Board of Trustees held a meeting on February 20, 2018 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, Merry Dunn Brown, Elizabeth Batchelor 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.

Ms. Dunn Brown, Vice-President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Ms. Dunn Brown 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.

Ms. Dunn Brown asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on January 16, 2018. Ms. Dunn Brown asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. Clark made a motion, seconded by Mrs. Buggeln, to approve the minutes of the meeting of January 16, 2018 as presented. This motion was approved all voting aye.

Ms. Dunn Brown asked Mr. Frank to review the Financial Report for the month of January 2018 and the seven-month period ending January 31, 2018. Mr. Frank informed the Trustees that our income for the seven-month period is down approximately \$5,500 from the same period of last year due primarily to the decrease in the income received from Fines and Miscellaneous Income. Fine Income is down approximately \$1,500 and Miscellaneous Income is down approximately \$4,000 due to the extra income from the garage sale last year. Expenses for this year-to-date are up approximately \$11,500 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, lower Utilities Expense and lower Computer and Automation Expense. The lower Computer and Automation Expense is due to the new Children's Room computers that were purchased in December of 2016. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Ms. Batchelor made a motion, seconded by Mr. Reed, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for February 2018 numbered 1207 through 1244 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 Mr. Carangelo, 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 reviewed the budget for the 2018-2019 fiscal year with the Trustees. Mr. Clark explained that some of the line items in the Expense Section of the Budget were the best estimates that the Finance Committee could come up with at this point in time without knowing what the actual operating costs would be until we get moved back into the Library Building. Mr. Clark also reported that the Finance Committee was recommending a proposed increase of \$30,000 in the Tax Levy for the 2018-2019 fiscal year. Mrs. Buggeln made a motion, seconded by Ms. Batchelor, to approve the Expense Budget of \$619,927.44 and to approved the increase in the Tax Levy of \$30,000 bringing the proposed Tax Levy to \$423,695. This motion was approved all voting aye.

Mr. Frank informed the Trustees that the Gloversville Library Foundation did not need to draw on their Line of Credit with NBT Bank in February 2018 since the Library had received \$900,000 of the \$1,000,000 in Grant money from the NYS Office of Parks, Recreation and Historic Preservation (SHPO) Grant money for the renovation project.

Mrs. LaPorta informed the Trustees that The Friends of the Gloversville Public Library organization had agreed to change their bylaws so as to require only six meetings per year in the months of January, March, May, August, September and November. Mrs. LaPorta also informed the Trustees that the Friends currently have 258 members on their membership list and are always ready to accept new members.

Barbara Madonna
Library Director

2017-2018
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Jay Ephraim

Brian Mazza

Christine Pesses

Charles Reed

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Mrs. LaPorta also informed the Trustees that The Friends were contributing \$200 to help with expenses for the Art Show. Mrs. LaPorta also informed the Trustees that the deadline for articles for the Friends newsletter is March 1, 2018.

Ms. Batchelor informed the Trustees that the renovation work is progressing but that there is currently a time line issue with a holdup in the supply of steel from the supplier. This is expected to be rectified soon.

Mrs. Buggeln informed the Trustees that an all-day celebration is being planned for the Grand Opening of the renovated Library Building for the Community and that a weeklong celebration will follow.

Ms. Madonna informed the Trustees that she and Mrs. Pesses met with Civil Service last week regarding filling the part-time Library Assistant position. Ms. Madonna informed the Trustees that we needed to create and fund the position for the Library. Mr. Mazza made a motion, seconded by Mr. Clark, to approve creating and funding the position of Library Assistant. This was approved all voting aye.

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

Mrs. Hauser informed the Trustees that a program on Slavery in Fulton County would be presented at the Library tomorrow. Mrs. Hauser also informed the Trustees that entries for the Art Show at the Chamber Building will be dropped off tomorrow with the hanging scheduled for next Wednesday. Peoples' Choice Awards will be presented at the end of the show. Mrs., Hauser also informed the Trustees that a theme had been picked for the Summer programming entitled "Libraries Rock".

Ms. Dunn Brown informed the Trustees that Wade Abbott will be here for the next Board meeting to review his findings from the various meetings with different groups in Gloversville to help with the development of the Library's next five-year plan of service.

Ms. Madonna informed the Trustees that our State Report was ready for filing with Mohawk Valley Library System and needed the Board's approval for filing. Mr. Clark made a motion, seconded by Mrs. Buggeln, to approve the filing of the report. This was approved all voting aye. Ms. Madonna also informed the Trustees that Trustee packets were available to be picked up and that NYLA Advocacy day in Albany would be held on February 28, 2018.

Ms. Dunn Brown informed the Trustees that Ms. Madonna had completed 20 years of service with the Library. The Trustees all thanked her for her devoted service to the Library.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Board meeting.

Ms. Dunn Brown asked if there was any old business to come before the meeting. Ms. Madonna asked the Trustees if the resolution passed at the meeting in January could be changed to have full time employees start their scheduled hours of 35 per week with the start of the summer hours on June 1, 2018. Mr. Clark made a motion, seconded by Mr. Mazza, to approve this change. This was approved all voting aye. Ms. Dunn Brown asked if there was any new business to come before the meeting. Hearing none, a motion was made by Mr. Mazza, seconded by Mr. Carangelo, to adjourn the meeting at 7:25 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday March 20, 2018 at 6:30 PM.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary