



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

February 19, 2019

The Gloversville Public Library Board of Trustees held a meeting on February 19, 2019 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: Merry Dunn Brown, Susan Shrader, Frank Carangelo, Charles Reed, 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. Christine Pesses, Lisa Buggeln and Elizabeth Batchelor were excused from the meeting.

Barbara Madonna
Library Director

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.

2018-2019
Board of Trustees

Ms. Dunn Brown asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on January 15, 2019. Ms. Dunn Brown asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. Reed made a motion, seconded by Mr. Rohrs, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Elizabeth Batchelor

Ms. Dunn Brown asked Mr. Frank to review the Financial Report for the month of January 2019 and the year-to-date period ending January 31, 2019. Mr. Frank informed the Trustees that our income for the year-to-date was up approximately \$28,000 from last year due primarily to the increase in the tax levy. Expenses for the year-to-date period thru January 31, 2019 are up approximately \$43,300 due to higher salaries and salary related benefits, higher Computer and Automation Services, higher Library Supplies, higher Insurance Expense 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. Carangelo made a motion, seconded by Mr. Reed, to accept the Financial Report as presented. This was approved all voting aye.

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Christine Pesses

Mr. Frank distributed the Warrants list for February 2019 numbered 1643 through 1679 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 review of the Warrants Mr. Rohrs 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. This motion was approved all voting aye.

Charles Reed

Christian Rohrs

Mr. Frank informed the Trustees that he needed to transfer \$15,000 from the Construction Account to the General Fund Account in order to pay the warrants and the Library payroll for February 28, 2019. This would be a partial repayment of the \$500,000 loaned to the Construction Account by the General Fund during the renovation work. Mr. Clark made a motion, seconded by Mr. Reed, to approve this transfer. This motion was approved all voting aye.

Susan Shrader

Mr. Clark informed the Trustees that the Finance Committee had met on January 30, 2019 to work on the Budget for the fiscal year ending June 30, 2020. Mr. Clark presented the proposed budget reflecting an increase of \$30,000 in the Tax Levy. After considerable discussion, Mr. Reed made a motion, seconded by Mr. Rohrs, to approve requesting an increase of \$30,000 in the Tax Levy to \$453,695 for the fiscal year ending June 30, 2020. This motion was approved all voting aye.

Mrs. La Porta reminded the Trustees that the Friends were doing a pie sale again this year and that orders will be due by March 20, 2019 and will be ready for pickup on April 5, 2019. Mrs. La Porta also informed the Trustees that the Friends will be hosting a spaghetti dinner on April 10, 2019 at the Italian Bistro. This fundraiser is for takeout only. Mrs. La Porta also informed the Trustees that the Friends newsletter would be out in April 2019. Mrs. La Porta also informed the Trustees that the Friends would be willing to help with any summer programming at the Library.

Mr. Frank informed the Trustees that the Foundation had not met but that they had used \$975,000 of the proceeds from the sale of securities in December 2018 to pay down their Line of Credit with NBT bank to \$2,000,000.

Mr. Carangelo informed the Trustees that there were several issues that needed to be addressed with the renovated building. Several vents have been added for better air circulation of enclosed heat pumps behind the Youth Circulation Desk, in the South Reading Room and in the Study Space. Grills were also added in two storage rooms in the basement in an attempt to get some heat to them. A leaking pipe that caused a flood in the Mechanical Room needed a replacement clamp, and a roof leak by Ms. Madonna's office will need to be repaired further in the Spring. Mr. Carangelo also reported that no response was submitted for the second snow removal bid and that James Esper will finish out this winter for us.

Ms. Dunn Brown presented the Meeting Room Policy, the Ethics Policy and the Fixed and Intangible Assets Policy for the second reading. Mr. Clark made a motion, seconded by Mr. Reed, to approve the Policies as presented. This motion was approved all voting aye.

Ms. Madonna informed the Trustees that the balance of the \$2,250,000 DASNY Grant money had been approved for payment and that we should receive these funds on February 28, 2019.

Ms. Dunn Brown said that there was no report from the Personnel Committee.

Mr. Reed informed the Trustees that the Program Committee had met and that they had come up with five tentative goals for the Plan of Service.

Ms. Dunn Brown informed the Trustees that the Public Relations Committee felt that the Committee should be split into two separate Committees. An Outreach Committee that will continue to meet monthly and a Public Relations Committee that will meet with the staff 3-4 times a year. The By-laws will need to be updated to reflect this change. Ms. Dunn Brown informed the Trustees that the next Advocacy event will be held at the Estee Apartments on March 7, 2019.

Ms. Madonna informed the Trustees that a new Civil Service test had been given and that a new list of prospective employees will be available soon. Ms. Madonna also informed the Trustees that she had approved George Emden's work week to be Sunday through Thursday effective immediately.

Ms. Dunn Brown informed the Trustees that boxes of portraits depicting library leaders at the time of the original construction had been in storage at the Library for years and that a discussion should be held as to what should be done with them. Mr. Reed suggested that we discuss this at a later time and possibly some history could be developed about the various people and that they could be displayed in a different format somewhere in the Library.

Ms. Dunn Brown asked if there was any old business to come before the meeting. Hearing none, Ms. Dunn Brown asked if there was any new business to come before the meeting. Ms. Madonna informed the Trustees that several other libraries in our area had gone to being fine free and should we consider doing it as well. It was suggested that we table this until more Board members are present. All agreed.

Ms. Dunn Brown also reminded the Trustees that the Budget vote and Trustee vote was coming up on May 7th and that we should be reminding Library supporters to get out and vote.

Mr. Clark made a motion to adjourn the meeting at 8 :05 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 March 19, 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