



Gloversville Public Library  
Meeting of the Board of Trustees  
February 17, 2015  
6:30pm  
Gloversville Public Library

Pledge to the Flag  
Public Comment

1. Accept minutes of January 2015 meeting
2. Treasurer's Report
3. Budget and Finance  
Warrant  
2015-16 budget
4. Friends
5. Building and Grounds
6. AD HOC Steering Committee
7. AD HOC Policy  
Conflicts of Interest
8. Personnel Committee
9. Program Committee
10. PR Committee
11. Director's Report
12. President's Report
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: March 17, 2015



## Draft Minutes of the Gloversville Public Library Board of Trustees Meeting January 20, 2015

The Gloversville Public Library Board of Trustees held a meeting on January 20 16, 2015 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M

The following trustees were present: Vincent De Santis, Robin Lair, Craig Clark, Elizabeth Batchelor, Christine Pesses, David Fisher, Merry Dunn Brown, Jay Ephraim and James McGuire. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Jean La Porta, President of the Friends of the Gloversville Public Library, John Blackmon, Claims Auditor for the Gloversville Public Library, and two students from the Participation in Government class from the Johnstown High School also attended the meeting.

Barbara Madonna  
Library Director

Mr. Fisher, President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

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

2014-2015  
Board of Trustees

Mr. Fisher asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on December 16, 2014. Mr. Fisher asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Pesses made a motion, seconded by Mr. De Santis, to approve the minutes as presented. This motion was approved all voting aye.

Elizabeth Batchelor

Mr. Fisher asked Mr. Frank to review the Treasurer's Report for the month of December 2014 and the fiscal year-to-date period ending December 31, 2014 with the Trustees. Mr. Frank informed the Trustees that our fiscal year-to-date income through December 31, 2014 is up approximately \$3,200 from the same period of last year due primarily to the higher Tax Levy this year and higher Interest and Dividends received from the Foundation this year. This was partially offset by not having received the support check yet this year from the Friends of the Library. Expenses this year are up approximately \$11,900 from the prior year due primarily to higher pension expense, higher medical insurance and reimbursements, higher computer and automation services and higher professional fees. These expenses have been partially offset by lower book expense and lower library supplies. Mr. Frank asked if there were any questions or comments on the financials for the month of December 2014 or the year-to-date period ended December 31, 2014. Hearing none, Ms. Batchelor made a motion, seconded by Mrs. Pesses, to accept the Treasurer's Report as presented. This was approved all voting aye.

Craig Clark

Vince DeSantis

Jay Ephraim

David Fisher

Robin Lair

James McGuire

Christine Pesses

Mr. Frank distributed the Warrants list for January 2015 numbered 165 through 190 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. Mrs. Pesses made a motion, seconded by Ms. Batchelor, 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 a meeting of the Finance Committee was held prior to the Trustee's meeting to review the most recent version of the 2015-2016 Budget which now includes the \$10,000 contribution approved by the Friends of the Gloversville Public Library and the calculated Tax Levy Cap amount of \$276,321 for fiscal years ending in 2016. The Finance Committee recommended that we get our salary adjustments back on a fiscal year basis to coincide with our budget year. The Trustees agreed that this was a good idea and felt that an increase of \$.50 per hour for the employees in July of 2015 and an increase in Ms. Madonna's salary of \$2,000 in July 2015 would be appropriate for the 2015-2016 Budget. As such there will not be a midyear raise in January 2016 when the minimum wage is scheduled to rise again. Additional discussion and review will be held at the February 2015 Trustee's meeting with approval expected.

Mrs. La Porta informed the Trustees that the Friends had approved the \$10,000 appropriation for the Library at their January 2015 meeting. Mrs. La Porta also informed the Trustees that the Friends were not planning a celebration for 2015. Mrs. La Porta informed the Trustees that a newsletter had gone out in December 2014 and that the next newsletter would be going out in April 2015. Mrs. La Porta also informed the Trustees that a fundraiser bus trip is being planned to the New York Public Library Main Branch in New York City. Mrs. La Porta also informed the Trustees that the preschool story hour is going well and the "Box of Books" program is also doing well.

Ms. Madonna informed the Trustees that the new windows project is wrapping up with the final paper work being done. As soon as the final payment is made Ms. Madonna will be applying for the balance of the money due from the State Education Department Grant.

Ms. Batchelor reviewed the progress of the Steering Committee since the last meeting. Ms. Batchelor distributed financial information explaining hard costs versus soft costs for the Master Renovation Plan. Another sheet was also distributed showing amounts spent on projects under the umbrella of the complete renovation so far total just over one million dollars. Ms. Batchelor reviewed the procedure that needs to be followed to accomplish the structure changes that need to happen with the Library and the Library property in order to secure Federal and State Historic Tax Credits and the New Markets Tax Credits. The total raised by the Campaign to date is \$2,345,866.

Mr. Fisher reminded the Trustees that the Board needed to have a Conflicts of Interest Policy in place. The AD HOC Policy Committee will start with a copy of the MVLS Policy in order to get a good starting point for our Policy.

Ms. Madonna informed the Trustees that she needs to go to Civil Service to get a list of possible people to interview for the part time positions that have become available due to recent resignations and retirements.

Mrs. Lair informed the Trustees that the Gloversville Reads Program for 2015 is moving forward. The final day to vote for your favorite book is January 31, 2015. The Committee will meet on February 3, 2015 at 3:15 PM to review the voting. The title will be announced in early February this year so the community has time to read it before programming starts in April. Mrs. Lair also informed the Trustees that the Spanish class is going well and that the Committee has been asking the staff for other ideas for programming.

Mr. McGuire informed the Trustees that his attempt to contact the different PTAs by email had not produced any responses.

Ms. Madonna informed the Trustees that it was once again time to renew our Joint Automation Agreement with Mohawk Valley Library System. Mrs. Pesses made a motion, seconded by Mr. De Santis to approve Mr. Fisher signing the agreement on behalf of the Library.

Mr. Fisher informed the Trustees that a Trustee Orientation meeting was held for Mr. De Santis and Ms. Dunn Brown.

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

Mr. Fisher asked if there was any old business to come before the meeting. Nothing was brought up at this time.

Mr. Fisher asked if there was any new business to come before the meeting. Ms. Madonna informed the Trustees that she felt that the Trustees should all have an orientation by MVLS at some point in the future. The Trustees felt that after July 1<sup>st</sup> when any new Trustees would be on board would be a good time for this orientation. Ms. Madonna also informed the Trustees that it was time to review our Plan of Service for the three year period 2015 to 2017. A meeting will need to be scheduled to review our Plan of Service.

At this point in the meeting Mr. De Santis asked the Trustees if he could review a pending matter that would affect the rebuilding efforts of various groups regarding downtown Gloversville. The Trustees agreed to hear his comments and concerns.

Mr. De Santis asked the Trustees to review his Gloversville's Urban Core Rebirth of a City article as part of a discussion regarding NBT Bank donating the former City National Bank headquarters building to St. Mary's Hospital to be used as a Drug and Alcohol Rehabilitation Center. Petitions were distributed for signatures urging NBT Bank not to transfer this property to St. Mary's Hospital for this purpose since this is contrary to the whole revitalization project currently underway.

Ms. Batchelor made a motion, seconded by Mrs. Pesses, to adjourn the meeting at 8:20 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on February 17, 2015 at 6:30 PM.

Michael J. Frank  
Recording Secretary

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Christine Pesses  
Secretary

**GLOVERSVILLE PUBLIC LIBRARY**

**MONTH AND YEAR-TO-DATE INCOME REPORT AND CASH RECONCILIATIONS**

**JANUARY 2015**

	Budget July 1, 2014 to June 30, 2015	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Remaining Balance to be Received Curr. Year
Tax Levy	\$270,509.00	\$0.00	\$270,509.00	\$264,579.00	\$0.00
Investment Income	200.00	6.43	44.49	46.86	155.51
Gloversville Library Foundation Inc. - Int. & Div.	145,000.00	10,858.77	89,191.69	80,325.11	55,808.31
Gloversville Library Foundation Inc. - Don. Reg.	7,500.00	800.00	7,285.00	9,417.50	215.00
Government Affiliations	6,060.00	0.00	6,482.00	5,404.47	(422.00)
Fines & Miscellaneous Income	14,000.00	1,041.50	6,619.89	6,880.22	7,380.11
U.S. Treasury - Medical Ins. Credit Refunds	5,500.00	0.00	4,787.96	4,178.78	712.04
Friends of the Gloversville Public Library, Inc.	10,000.00	10,000.00	10,000.00	10,000.00	0.00
<b>TOTAL RECEIPTS</b>	<u>\$458,769.00</u>	<u>\$22,706.70</u>	<u>\$394,920.03</u>	<u>\$380,831.94</u>	<u>\$63,848.97</u>
	Income Cash Reconcilement				
Income Cash Balance on January 1, 2015	<u>\$390,123.02</u>				
Plus: Receipts Per Report	22,706.70				
Less: Expenses Per Report	<u>35,893.06</u>				
Income Cash Balance on January 31, 2015	<u>376,936.66</u>				
Accounts Payable as of 01/31/15	0.00				
Accrued Expenses as of 01/31/15	0.00				
Prepaid Expenses as of 01/31/15	<u>(5,249.23)</u>				
Actual Cash Balance on January 31, 2015	<u>\$371,687.43</u>				

**BUILDING FUND**

Balance on January 1, 2015	\$178,800.55
Plus: Receipts:	
Interest on Money Market Account	2.99
Less: Paid Outs:	
B R Johnson, Inc. - New Windows (Final Pyt)	19,811.70
Butler Rowland Mays Architects, LLP - Const. Documents	<u>10,195.50</u>
Balance on January 31, 2015	<u>\$148,796.34</u>

Prepared By,  
Michael J. Frank, Treasurer

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Submitted By,  
Craig Clark, Vice President of Finance

**GLOVERSVILLE PUBLIC LIBRARY**

**MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT**

**JANUARY 2015**

	Budget July 1, 2014 to June 30, 2015	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$174,061.00	\$ 13,766.70	\$ 95,406.40	\$ 96,658.62	\$78,654.60
Salaries - Part Time Employees	64,157.00	3,695.66	30,404.53	32,441.88	33,752.47
Salaries - Custodians	23,642.00	2,008.10	13,601.66	13,070.78	10,040.34
F I C A & Medicare Tax	20,032.00	1,489.51	10,664.94	10,876.13	9,367.06
Unemployment Insurance	660.00	0.00	350.50	499.75	309.50
Disability Insurance	780.00	0.00	462.11	578.78	317.89
Medical Insurance	42,880.00	2,395.46	24,434.84	19,810.64	18,445.16
Pension Expense	38,127.00	0.00	29,924.00	19,541.25	8,203.00
Heat	9,000.00	667.06	1,413.00	2,145.41	7,587.00
Electricity	8,500.00	469.16	3,036.38	3,612.68	5,463.62
Telephone	1,000.00	235.60	1,602.50	1,150.16	(602.50)
Insurance	10,500.00	708.49	10,811.18	10,119.16	(311.18)
Books, Periodicals, etc.	46,818.00	5,723.84	29,902.51	30,744.24	16,915.49
Computer & Automation Services	18,250.00	842.32	11,397.15	6,495.98	6,852.85
Library, Building & Office Supplies	10,000.00	2,584.39	6,278.94	9,309.41	3,721.06
Maintenance & Repairs	9,000.00	247.90	1,213.14	3,466.39	7,786.86
Financial Secretary	8,200.00	650.00	4,750.00	4,650.00	3,450.00
Professional Fees	5,500.00	0.00	6,856.25	330.00	(1,356.25)
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	2,000.00	145.12	1,253.14	1,500.85	746.86
Events & Programming	4,682.00	86.60	1,610.05	1,064.10	3,071.95
Promotion Expense	2,500.00	107.50	1,503.90	2,451.55	996.10
General Expense	2,000.00	69.65	655.17	973.12	1,344.83
<b>TOTAL EXPENSE</b>	<b>\$503,289.00</b>	<b>\$35,893.06</b>	<b>\$287,532.29</b>	<b>\$271,490.88</b>	<b>\$215,756.71</b>

**GLOVERSVILLE PUBLIC LIBRARY**

**CHECK AND CASH DISBURSEMENTS**

**JULY 2014**

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,382.23)	\$757.02	FICA & Medicare Expense
			1,625.21	Payroll
4386		Business Card	2,909.25	Accounts Payable
4387		The Leader-Herald	105.60	Accounts Payable
4388		Baker & Taylor Books	53.83	Accounts Payable
4389		Audio Editions	102.00	Accounts Payable
4390		Palmateer Trucking & Container Service	133.00	Accounts Payable
4391		Unique Management Services, Inc.	69.65	Accounts Payable
4392		National Grid	492.73	Accounts Payable
4393		Mohawk Valley Library System	892.62	Accounts Payable
4394		Dan Kerwood	30.00	Accounts Payable
4395		Donna J. Kuhner	330.60	Petty Cash
4396		Gloversville Public Library	7,496.46	Payroll
4397		NYS Child Support Processing Center	235.08	Child Support
DM	000001	Jaeger & Flynn Associates, Inc.	432.00	Medical Insurance
4398	000002	Frontier Communications	183.77	Telephone
4399	000003	C D P H P	3,390.79	Medical Insurance
4400	000004	First Nonprofit Unemployment Program (425.25)	250.00	Cash Reserve
			175.25	Unemployment Insurance
4401	000005	W M H T	50.00	Events & Programming
4402	000006	Lindsay Kuhn	200.00	Events & Programming
4403	000007	Glatfelter Brokerage Services	342.20	Insurance - Worker's Comp.
4404	000008	Michael J. Frank	650.00	Treasurer & Rec. Secretary
4405	000009	C D P H P	3,390.79	Medical Insurance
4406	000010	WCSS/Radio Services	169.00	Promotion Expense
4407	000011	Smart Apple Media	166.60	Books
4408	000012	Center Point Large Print	52.99	Books
4409	000013	Audio Editions	261.91	A/V DVDs
4410		Gloversville True Value Hardware	25.90	Accounts Payable
4411		Gloversville Public Library	7,911.77	Payroll
4412		NYS Child Support Processing Center	235.08	Child Support
4413	000014	Frontier Communications	238.29	Telephone
4414		Audio Editions	32.40	Accounts Payable
4415		The State Insurance Fund	177.88	Accounts Payable
4416		Warren Electric Supply	123.85	Accounts Payable
4417	000015	Quill Corporation	158.92	Library Supplies
DM		Oppenheimer Funds - 403b Plan	150.00	403b Plan
DM		E F T NYS & Local Retirement System	306.47	Pension - Withholdings
DM		E F T NYS Tax Department	652.08	Payroll
DM		E F T United States Treasury (2,493.81)	797.31	FICA & Medicare Expense
			1,696.50	Payroll
DMs		Jaeger & Flynn Associates, Inc. (Reimbursements)	1,906.56	Medical Insurance
		CHECK AND EFT PAID OUTS - JULY 2014	<u>39,361.36</u>	
		PETTY CASH PAID OUTS - JULY 2014		
		Meetings & Travel Expense	3.50	
		Newspapers (Books)	<u>310.25</u>	
		<b>TOTAL JULY 2014 PAID OUTS</b>	<u><b>\$39,675.11</b></u>	
		Plus: Prepaid Expenses	8,894.72	
		Less: Cash Reserve	(250.00)	
		Less: Accounts Payable	(5,148.71)	
		Less: Accrued Expenses - Employee Med. Reimb.	(1,888.08)	
		Less: Cobra Reimbursement Bucholtz	(470.39)	
		Less: Medical Reimbursement Johnson	(1,417.64)	
		Less: Petty Cash Check	<u>(330.60)</u>	
		<b>NET TO BALANCE TO EXPENSES</b>	<u><b>\$39,064.41</b></u>	

**GLOVERSVILLE PUBLIC LIBRARY**  
**GRANTS AND OTHER ITEMS IN PROCESS**

**FARLEY GRANT - BULLET AID**

Balance as of January 1, 2015		\$0.00
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Grant Money Left at January 31, 2015		\$0.00

**WGY CHRISTMAS WISH GRANT**

Balance as of January 1, 2015		\$205.00
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Grant Money Left at January 31, 2015		\$205.00

**STEWART'S FOUNDATION GRANT**

Balance as of January 1, 2015		\$325.00
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Grant Money Left at January 31, 2015		\$325.00

**WORKFORCE LITERACY GRANT**

Balance as of January 1, 2015		\$193.73
Grant Money Received		0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Grant Money Left at January 31, 2015		\$193.73

**APPROPRIATION FOR FUTURE AUDIT**

Balance as of January 1, 2015		\$5,218.75
Appropriation Provided For In 2014-2015		0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Appropriation Funds Left at January 31, 2015		\$5,218.75

**RESTORATION FUNDS RECONCILEMENT**

Balance as of January 1, 2015		\$754.38
Funds Received		0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Restoration Funds Left at January 31, 2015		\$754.38



**Gloversville Public Library**  
Director's Report: January 2015  
Barbara Madonna – Director

Voting for Gloversville READS 2015 took place during January. We had 4 finalists from nearly 40 nominations. Runners up were Boys in the Boat: Nine Americans and Their Epic Quest for Gold at the 1936 Berlin Olympics, The Orphan Train, and Winter Garden. The winner by a landslide – pun intended – is The Bucolic Plague: How Two Manhattanites Became Gentleman Farmers: An Unconventional Memoir by Josh Kilmer-Purcell. The READS committee has meet and begun planning programs for April.

We picked up two new book display racks for the lobby that the Schenectady County Public Library deaccessioned. We set up one initially to see what kind of footprint it would require. It has been a huge hit. Within 5 days 30% of the titles had been checked out. The face out display of the books covers is much more alluring. A number of patrons have also stated that it is much easier to read the spines.

MVLS has developed a technology grant to help libraries in the system update their wireless access. Though we completed this project in 2013 with assistance from a New York Public Libraries Construction Grant, we are still eligible under MVLS' program. The one sheet application resulted in a check for \$1,183 which will be deposited into the Building Fund. I have also exchanged emails with our Technology Consultant Carson Block on how to harness the revised Federal E-Rate program for infrastructure support for the renovation.

We hosted Rebekkah Aldrich-Smith, the Mid Hudson Library System's Sustainability Consultant, during the month. The focus of her visit was to learn a bit more about tax credits, but she was able to join us for a staff meeting too and provided good insight during our discussion on programming. She also followed up with information and studies that can be helpful with developing our new Plan of Service.

Civil Service has been contacted to generate an eligible list for one part-time Library Clerk.

Jay Ephraim joined Sally Fancher, Bonnie Howard and I for one of our weekly press release meetings. We also discussed additional promotional ideas for programs.

### **Meetings and Workshops**

- Jan. 2<sup>nd</sup>
  - 1) Staff meeting
  - 2) Betsy Batchelor
  - 3) Lisa Buggeln
- Jan. 6<sup>th</sup>
  - 1) Trustee orientation
  - 2) Steering Committee meeting
- Jan. 8<sup>th</sup>
  - 1) MVLS workshop – NYHeritage.org
  - 2) Friends of the Library meeting
- Jan. 9<sup>th</sup>
  - 1) Staff meeting
  - 2) Lisa Buggeln
  - 3) The Foundation for Mohawk Valley Libraries
- Jan. 14<sup>th</sup>
  - Chris Pesses and Betsy Batchelor
- Jan. 15<sup>th</sup>
  - Dave Fisher
- Jan. 16<sup>th</sup>
  - 1) Staff meeting
  - 2) Rebekkah Aldrich-Smith, Mid Hudson Library System
  - 3) Tour with Ralph and Sally Olsen
  - 4) Historic Tax Credit conference call
- Jan. 20<sup>th</sup>
  - 1) Sherry Gennett
  - 2) Doug Kelleher, Epsilon Associates
  - 3) Bonnie Howard
  - 4) Finance Committee meeting



- 5) Board of Trustees meeting
- Jan. 21<sup>st</sup>
- 1) Jay Ephraim
  - 2) Book discussion, Cutting for Stone by Abraham Verghese
  - 3) Conference call with Matt Blumenfeld, Chris Pesses and Betsy Batchelor
  - 4) Sally Fancher, Jay Ephraim and Bonnie Howard
  - 5) Donna Kuhner and Nicole Hauser
- Jan. 22<sup>nd</sup>  
Paul Mays
- Jan. 23<sup>rd</sup>
- 1) Staff meeting
  - 2) Paul Mays
- Jan. 27<sup>th</sup>
- 1) John Naple, Amsterdam Free Library
  - 2) Conference call with Matt Blumenfeld, Chris Pesses, Betsy Batchelor and Cathy Ellis
  - 3) City Council meeting
- Jan. 28<sup>th</sup>
- 1) Conference call with USDA, Sen. Schumer's office, Sen. Gillibrand's office, Matt Blumenfeld
  - 2) Chris Pesses and Betsy Batchelor
  - 3) Conference call with Matt Blumenfeld, Chris Pesses and Betsy Batchelor
  - 4) Donna Kenny, Leader-Herald
- Jan. 29<sup>th</sup>  
Lisa Hayes
- Jan. 30<sup>th</sup>
- 1) Staff meeting
  - 2) Kimberly Anderson, NYS Education Department
  - 3) Ellen Bach, Whiteman, Osterman and Hanna
  - 4) Matt Blumenfeld