



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

January 24, 2017

The Gloversville Public Library Board of Trustees held a meeting on January 24, 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, Jay Ephraim, 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 was excused from the meeting.

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.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on December 20, 2016. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Ms. Madonna said that the list of the Accounting Policies approved at last month's meeting needed to be corrected to match the policies actually sent to the Board for review. Ms. Batchelor made a motion, seconded by Mr. Clark, to approve the minutes of the meeting as presented with the corrections noted. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of December 2016 and the six month period ending December 31, 2016. Mr. Frank informed the Trustees that our income for the year to date is up approximately \$98,500 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 \$30,400 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, Mrs. Buggeln made a motion, seconded by Ms. Dunn Brown, to approve the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for January 2017 numbered 790 through 820 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. Buggeln made a motion, seconded by Mrs. Prew, 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 2017-2018 with the Trustees. Mr. Clark pointed out two changes that were being recommended by the Finance Committee. The first one is reducing Promotion Expense back to \$4,000, a \$2,000 decrease from the budget presented at the December meeting and the second one is to leave the Tax Levy at \$393,695 which is the same amount as the current year's budget. Mr. Clark said that we had received a Grant of \$1,500 from Mohawk Valley Library System for promotion expenses and that he felt that after last year's tax levy increase we should not go back to the taxpayers again this year. The Trustees agreed with these recommendations. Ms. Batchelor made a motion, seconded by Mrs. Buggeln, to approve an Expense Budget for the fiscal year ending June 30, 2018 of \$543,082 and to leave the Tax Levy at \$393,695. This was approved all voting aye. Mr. Clark also informed the Trustees that a long range plan would need to be developed as far as future increases in the Tax Levy and other possibilities for additional income for the Library.

Ms. Madonna informed the Trustees that the Amazon Smile program had contacted her and informed her that they are holding funds for the Library that have accumulated from their customers designating the Library as a charity that they would like the Amazon Foundation to donate to based on purchases made by their customers. Ms. Madonna informed the Trustees that the Amazon Foundation will give us 1/2 of 1% based on each purchase made from them if that customer designates the Library as the charity of their choice. Mr. Clark made a motion, seconded by Mrs. Prew to approve Mr. Frank opening a savings account in order for them to direct deposit these funds.

Barbara Madonna
Library Director

2016-2017
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Craig Clark

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Robin Lair

Brian Mazza

Christine Pesses

Wanda Prew

Mrs. LaPorta informed the Trustees that the Friend's had a due date for their pie sale orders of 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 Mecos this summer. Mrs. LaPorta also informed the Trustee that a spaghetti dinner is planned for this fall and possibly another fundraiser with the Colonial Little Theater later this year. Mrs. LaPorta also informed the Trustees that any articles for the Friend's next newsletter need to be in by March 1, 2017. The Friends next meeting will be on February 2, 2017. Mr. Ephraim thanked Mrs. LaPorta for her article in the Voices section of the Leader Herald.

Ms. Madonna informed the Trustees that the Fulton County Center for Regional Growth had put out the renovation work for bids and that Kucel Contractors has been awarded the contract for the work to be done prior to our moving into our temporary space. 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 was working with them to make necessary changes at their request. Ms. Madonna also informed the Trustees that due to the cost of moving the Library we are required to put it out to bid. To date she has received three estimates ranging from \$65,000 to \$80,000.

Ms. Batchelor reviewed the progress of the Steering Committee. Ms. Batchelor informed the Trustees that the Steering Committee is meeting every other month for now and is waiting to see what the bid packets bring to see how much more we may need to raise for the Renovation Project. We have currently raised approximately \$9 million for the Master Renovation Project. Ms. Batchelor also informed the Trustees that we were waiting for NBT Bank's attorney to clear up some issues with Whiteman Osterman & Hanna, the Library's attorney, to do with the Legal Opinion regarding the Foundation's borrowing against its assets.

Mrs. Pesses informed the Trustees that the AD HOC Policy Committee would be reviewing all our Policies to see if there would be any issues during our relocation to our temporary quarters that need to be addressed. Mrs. Buggeln said that she would bring any issues to the next meeting in February for the Trustees to review.

Ms. Madonna informed the Trustees that she has determined that we need to hire a Library Clerk and that she has notified Civil Service and is waiting to get a list from them.

Ms. Dunn Brown informed the Trustees that the Program Committee had not met since the last Trustee's meeting.

Mr. Ephraim informed the Trustees that the Public Relations Committee was very pleased to learn that they had received a Grant for \$1,500 from Mohawk Valley Library System. Mr. Ephraim also informed the Trustees that Barbara Madonna, Patty Franco and he had gone to a meeting at Mohawk Valley Library System's office and that they announced that they are hiring a Communications Committee Specialist to help the System's Libraries determine the best ways to increase engagement and communication with their communities.

Ms. Madonna distributed "Flash Cards" to the Trustees with three bits of information for talking points about the Library. She said that she is planning to do this each month so the Trustees will have informed information about the Library when talking up the Library.

Mrs. Pesses and Mrs. Buggeln reviewed a colorized chart of the Plan of Service. Mrs. Buggeln reviewed the different colors and what they tied to and asked if everyone could follow what she had put together for the meeting.

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

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. Pesses entertained a motion to adjourn.

Mrs. Prew made a motion to adjourn the meeting at 7:43 PM. This motion was seconded by Mrs. Buggeln and approved all voting aye.

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

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary