



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting January 15, 2019

The Gloversville Public Library Board of Trustees held a meeting on January 15, 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: Christine Pesses, Merry Dunn Brown, Susan Shrader, Frank Carangelo, Lisa Buggeln, Charles Reed, Elizabeth Batchelor, 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 Christopher Hopf, Construction Manager from U.W. Marx, Inc., also attended 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.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on December 18, 2018. Mrs. Pesses 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 Mrs. Shrader, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of December 2018 and the year-to-date period ending December 31, 2018. Mr. Frank informed the Trustees that our income for the year-to-date was up approximately \$35,000 from last year due primarily to the increase in the tax levy. Expenses for the year-to-date period thru December 31, 2018 are up approximately \$23,500 due to higher salaries and salary related benefits, higher Computer and Automation Services, higher Library Supplies 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, Mrs. Buggeln made a motion, seconded by Ms. Dunn Brown, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for January 2019 numbered 1606 through 1642 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. Mr. Frank informed the Trustees that he had included four bills on the Warrant List for approval with payment to be made when Grant Funds are received. After review of the Warrants 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 except for Warrant numbers 1639 through 1642 which will be paid when Grant monies are received to cover same. This motion was approved all voting aye.

Mr. Frank informed the Trustees that the Gloversville Library Foundation had agreed to ask NBT Bank to release \$975,000 from their money market account to be used to pay down their line of credit from \$2,975,000 to \$2,000,000. This reduction should put the Foundation in a good position next January when the line of credit comes due and will need to be put into a term loan for a period of 15 or 20 years.

Mr. Clark informed the Trustees that the Finance Committee had not met since the last Board meeting but that a meeting was scheduled for January 30, 2019 at 4:00 PM to work on the Budget for the fiscal year ending June 30, 2020.

Mrs. La Porta informed the Trustees that the Friends were doing a pie sale again this year and that order forms would be available soon. 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 are planning a spaghetti dinner for April 10, 2019. Mrs. La Porta also informed the Trustees that the Friends are planning to have a Basket Raffle during Friends week this fall. Mrs. La Porta also informed the Trustees that the Friends are looking into having a barbeque in the fall and having a fundraiser again at the Colonial Little Theater this fall. Mrs. La Porta also informed the Trustees that the Friends are now accepting books for a book sale again but that no date has been set at this time. Mrs. La Porta also informed the Trustees that the Friends will again be offering a scholarship this year to a Gloversville High School graduate in the Spring.

Barbara Madonna
Library Director

2018-2019
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

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Mr. Carangelo informed the Trustees that the Building and Grounds Committee had met and that no bids had been received for snow removal. The Committee decided to solicit more bids for snow removal. Mr. Carangelo also informed the Trustees that the staff was having problems with misbehaving teenagers in the Library. The Trustees agreed that if this continues the police should be notified. Mr. Carangelo also mentioned that the Probation Building next door might become available soon and that we might investigate what the County intends to do with it.

Mrs. Buggeln presented the Patron Borrowing Policy and the Computer and Internet Policy for the second reading. Mrs. Shrader made a motion, seconded by Ms. Dunn Brown, to approve the Policies as presented. This was approved all voting aye. Mrs. Buggeln also presented the Meeting Room Policy for the first reading. The Trustees discussed the possibilities of charging fees for room use. The feeling was that it might depend on whether the organization wanting to use a room was a for profit or not for profit organization. The consensus was that we would not address fees at this time for inclusion in the Policy. Mrs. Buggeln presented the Ethics Policy for the first reading. No changes were recommended, and it will be presented at the February meeting for the second reading and approval. Mrs. Buggeln presented the Fixed and Intangible Assets Policy for the first reading and after discussion it was decided to table this Policy to a future meeting.

Ms. Batchelor expressed her concerns about the need to get the \$2,000,000 DASNY Grant information in so we can wrap up our contractor bills and furniture bills. Ms. Madonna said that she would complete the required information and get it in to them soon.

Mrs. Buggeln informed the Trustees that she had met with Ms. Madonna to review her evaluation and that she had accepted it. Ms. Madonna also informed the Trustees that we have a new Library Clerk starting on the 25th of January to work approximately 24 hours per week.

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

Ms. Dunn Brown informed the Trustees that the Public Relations Committee will be meeting on Friday at 10 AM and that they are working on goals for the Plan of Service. The Committee will also be working on goals to bring more children into the Library.

Ms. Madonna informed the Trustees that it was once again time to approve and sign the Automation Agreement with the Mohawk Valley Library System. Mr. Clark made a motion, seconded by Mrs. Buggeln, to approve and sign the Automation Agreement with Mohawk Valley Library System. This was approved all voting aye.

Mrs. Pesses informed the Trustees that the various Committees were doing well with developing goals for the Plan of Service. Mrs. Pesses also informed the Trustees that she will be meeting with Wade Abbott soon to review our progress. Mrs. Pesses also informed the Trustees that February 27, 2019 will be Advocacy Day in Albany.

Mr. Frank informed the Trustees that the Gloversville Library Foundation had not met since the last Board of Trustees 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. Ms. Batchelor said that she felt that we now have excessive lighting and was concerned about our electric bill. Ms. Madonna and Mr. Frank will be reviewing this as we occupy the renovated building. Mrs. Buggeln made a motion to adjourn the meeting at 8:16 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 February 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