



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting July 17, 2018

The Gloversville Public Library Board of Trustees held a meeting on July 17, 2018 in the Meeting Room at the Library's temporary location, 34 W. Fulton Street, Gloversville, New York at 6:55 P.M. immediately following the Organizational Meeting.

The following trustees were present: Christine Pesses, Frank Carangelo, Elizabeth Batchelor, Lisa Buggeln, Charles Reed, Christian Rohrs, Merry Dunn Brown, Craig Clark and Susan Shrader. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nicole Hauser, Librarian I, and Virginia Mazur, representing the Friends of the Gloversville Public Library, also attended the meeting.

Barbara Madonna
Library Director

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.

2018-2019
Board of Trustees

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on June 19, 2018. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Shrader made a motion, seconded by Mr. Rohrs, to approve the minutes of the meeting of June 19, 2018 as presented. This motion was approved all voting aye.

Elizabeth Batchelor

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of June 2018 and the twelve-month period ending June 30, 2018. Mr. Frank informed the Trustees that our income for the twelve-month period is up approximately \$44,900 from the same period of last year due primarily to the additional \$50,000 paid to the Library by the Gloversville Library Foundation in June to help cover operating expenses. Lower Fines and Miscellaneous Income offset some of the additional funds received from the Gloversville Library Foundation. Fine Income is down approximately \$1,000 and Miscellaneous Income is down approximately \$4,200 due to the extra income from the garage sale last year. Expenses for this year-to-date are up approximately \$5,300 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, lower Maintenance and Repairs, lower Computer and Automation Expense, and lower General Expense. The lower Computer and Automation Expense is due to the new Children's Room computers that were purchased in the fiscal year ending June 30, 2017. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Reed made a motion, seconded by Mrs. Buggeln, 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 June 2018 numbered 1388 through 1423 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. Rohrs made a motion, seconded by Ms. Dunn Brown, 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

Susan Schrader

Mr. Frank informed the Trustees that the Gloversville Library Foundation needed to draw on their Line of Credit with NBT Bank in July 2018, \$305,000 to pass up to the Library to cover Construction Bills that needed to be paid in July 2018. This draw on their Line of Credit brings the outstanding amount up to \$2,005,000. The Foundation also approved giving the Library \$300,000 of Principal Cash from their Money Market Account for Construction Costs and \$50,000 was passed up by the Foundation from the Capital Campaign Account.

Mrs. Mazur informed the Trustees that The Friends of the Gloversville Public Library's ice cream social last Friday was fairly well attended despite the heat. Mrs. Mazur informed the Trustees that any articles for the Friend's newsletter need to be in by July 23, 2018. Mrs. Mazur also informed the Trustees that the Friend's Annual Meeting will be held on September 6, 2018 and that the week of October 21st thru the 27th is National Friends Week.

Ms. Batchelor informed the Trustees that the building project is coming along well and that the sheetrock is done. The last meeting with the construction group was on July 6th and another will be held this Friday.

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Ms. Buggeln informed the Trustees that the AD HOC Steering Committee would be meeting tomorrow for an update on the project and funding concerns related to the timing of the receipt of the funds from the various grants awarded to the Library for the renovation work. Mrs. Buggeln also informed the Trustees that a brochure is being prepared for the Grand Opening which will include a map of the various areas in the renovated Library Building.

Mrs. Buggeln presented the following policies for the second reading: The Donor Recognition Policy, The Computer and Internet Policy and The Tutoring Policy. Mr. Rohrs made a motion, seconded by Mr. Clark, to approve the Donor Recognition Policy with the minor changes as noted. This was approved all voting aye. Ms. Dunn Brown made a motion, seconded by Mr. Carangelo, to approve the Computer and Internet Policy with the minor changes as noted. This was approved all voting aye. Mr. Reed made a motion, seconded by Mrs. Shrader, to approve the Tutoring Policy as presented. This was approved all voting aye.

Ms. Madonna informed the Trustees that the Civil Service list had been received and that she and Mrs. Hauser need to get interviews scheduled and get people hired to fill the four positions approved by the Board.

Mrs. Hauser informed the Trustees that 47 people had attended the Ice Cream Social as previously reported by Mrs. Mazur and that on Thursday a trio from the Caroga Lake Music Fest will be performing at the Library.

Ms. Dunn Brown informed the Trustees that everyone is looking forward to the Grand Reopening of the Library Building and that several Advocacy Events are being planned. A schedule of the events was passed out for volunteer sign ups by the Trustees.

Ms. Madonna informed the Trustees that she had nothing else for the Director's report.

Mrs. Pesses informed the Trustees that work was being done on the Mission Statement for the Library and that at this point we were waiting for Wade Abbott's input from Mohawk Valley Library System.

Mr. Frank informed the Trustees that the Foundation had not met since the last Trustee's meeting but that he had met with Jeremiah Wood and Jill Thaisz from the Library Foundation and with Benjamin Ziskin from NBT Bank to review the possibilities that might exist for the balance of the funding for the Library renovation project.

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, Mr. Carangelo made a motion to adjourn the meeting at 8:13 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 August 21, 2018 at 6:30 PM.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary