



Barbara Madonna
Library Director

2012-2013
Board of Trustees

Elizabeth Batchelor

Craig Clark

Jay Ephraim

David Fisher

Robin Lair

Hannah McAllister

Christine Pesses

Karen S. Smith

Daniel R. Towne, Jr.

Minutes of the Gloversville Public Library Board of Trustees Meeting

June 18, 2013

The Gloversville Public Library Board of Trustees held a meeting on June 18, 2013 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Christine Pesses, Karen Smith, Hannah McAllister, Craig Clark, Elizabeth Batchelor, Jay Ephraim, David Fisher and Robin Lair. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Vincent De Santis, Trustee Elect, and Jean LaPorta, President of the Friends of the Gloversville Public Library also attended the meeting. Daniel Towne, Jr. 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.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on May 21, 2013. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meetings as presented. Hearing none, Mr. Fisher made a motion, seconded by Ms. Batchelor, to approve the minutes as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Treasurer's Report for the month of May 2013 and the fiscal year-to-date through May 31, 2013 with the Trustees. Mr. Frank commented that our year-to-date income through May 31, 2013 is up approximately \$5,000 from last year due to having received the Medical Insurance Credit refund from the Internal Revenue Service for the prior two years. The increase in the Tax Levy over the prior year has partially offset the decrease in the Foundation income on a year-to-date basis. Mr. Frank also commented that our year-to-date income through May 31, 2013 has exceeded our budgeted amount for the full fiscal year by approximately \$5,500. Expenses this year are up approximately \$24,000 over the prior year due primarily to the higher Pension Expense, Medical Insurance Expense, Building and Contents Insurance and Computer and Automation Expense. Salaries are also higher this year due primarily to the addition of a full time custodian. Part of this increase has been offset by lower Books and Periodicals Expense. Mr. Frank asked if there were any questions or comments on the financials for the month of May 2013 or the year to date through May 31, 2013. Hearing none, Ms. Smith made a motion, seconded by Mrs. McAllister, to accept the Treasurer's Report as presented. This was approved all voting aye.

Ms. Madonna read the proposed New York State Deferred Compensation Plan resolution that would make the Deferred Compensation Plan available to all our employees since we are covered as New York State Public Employees provided the Trustees approve the Plan. After some discussion, Ms. Batchelor made a motion, seconded by Ms. Smith, to approve the resolution presented by Ms. Madonna for the New York State Deferred Compensation Plan to be offered to the employees. This was approved all voting aye.

Mr. Fisher reviewed the changes that need to be made to our Budget Development and Expenditure Policy now that we have a Treasurer who is not an elected member of the Board of Trustees of the Library. A second reading after the suggested changes are incorporated in the Policy will be done at the July meeting.

Ms. LaPorta reviewed upcoming fundraisers and events that are being planned by the Friends of the Gloversville Public Library. A children's fundraiser is planned for Friday morning June 28th entitled the Prince and Princess Party. Ms. LaPorta also informed the Trustees that the plans for the Celebration to be held on September 22nd at the Library are proceeding with this year's theme being "People of the Adirondacks". The Friends will be doing a Mega Basket for the raffle this year entitled "Growing up in the Adirondacks". Ms. LaPorta also informed the Trustees that the Friend's Spring Book Sale collected over \$2,000 this year which is the largest amount that any of the members can remember being collected at a book sale.

Ms. Madonna informed the Trustees that she had met with Pete Goderie from Goderie's Tree Farm to discuss ideas for the landscaping around the Library building. Ms. Madonna also informed the Trustees that the Design Development Phase of the Master Renovation Plan was pretty well done and that Butler Rowland Mays was still verifying some of the cost estimates.

Ms. Madonna also informed the Trustees that the bid packet for the windows had been completed and sent out to prospective contractors. Ms. Madonna also informed the Trustees that our State Construction Grant was approved for the windows for \$200,374.

Mrs. Pesses informed the Trustees that the Steering Committee met today with Matthew Blumenfeld from Fund Development Agency, our consultant, and that the Committee had elected her to be the Capital Campaign Chairperson. Mrs. Pesses informed the Trustees that Betsy will be working on our Case for the campaign with Matt. Matt will be checking to see if the Library might be eligible for grants through the New Markets Tax Credits program due to our poor economic area. Various Committees are also being set up to work on the various aspects of the Capital Campaign.

Mrs. Lair asked the Trustees to send their evaluations for Ms. Madonna to her as soon as possible so the Personnel Committee can complete their annual evaluation of her performance.

Mr. Ephraim informed the Trustees that the Gloversville Reads program for this year was done and was very successful. Thank-you notes have been sent to all the helpers. Mr. Ephraim also informed the Trustees that many programs have been scheduled for the Children's Room for the summer and that the book discussions are continuing to be held.

Ms. Madonna informed the Trustees that our lending volume was down due to our new limits on the number of DVD's that can be borrowed at any one time. Ms. Madonna also informed the Trustees that we had been awarded a Workforce Literacy Grant for \$1,500 and that Nicole Bullock will begin offering a course in basic computer skills in July. There is also the possibility that we may get an additional \$500 from this grant by year end.

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

Mrs. Pesses reminded the Trustees that our Garage Sale is set for Saturday July 20th. Hours for the sale will be 8:00 AM to 2:00 PM. Volunteers will be needed to help between the 16th and the 19th to get everything tagged and organized for the sale.

Ms. Smith informed the Trustees that the Gloversville Enlarged School District had offered to give us one of their old voting machines if we would like to have it for our elections. After discussion the Trustees felt that due to the size of our election no machine was needed.

The next meeting of the Board of Trustees which will immediately follow the Organization Meeting will be held on July 23, 2013 at 6:30 PM.

Ms. Smith made a motion, seconded by Mrs. McAllister to adjourn the meeting at 8:05 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Karen S. Smith
Secretary