



Gloversville Public Library
Meeting of the Board of Trustees
June 17, 2014
6:30pm
Gloversville Public Library

Pledge to the Flag
Public Comment

1. Accept minutes of last meeting, May 2014
2. Treasurer's Report for May
Warrant for June
3. Budget and Finance
Audit Response
Claims Auditing
CPA Audit
Health Insurance
4. Friends
5. Building and Grounds
Construction Documents – Construction Manager
Technology Consultant
CFA grant and DLD grant updates
6. AD HOC Steering Committee
7. AD HOC Policy
8. Personnel Committee
Part time update
9. Program Committee
Summer programming – Children, teens & adults
10. PR Committee
11. Director's Report
12. President's Report
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: Organizational & Regular Meeting July 15, 2014

Draft Minutes of the Groversville Public Library Board of Trustees Meeting
May 20, 2014

The Groversville Public Library Board of Trustees held a meeting on May 20, 2014 in the Reading Room at the Library, 58 E. Fulton Street, Groversville, New York at 6:30 P.M.

The following trustees were present: David Fisher, Vincent De Santis, Christine Pesses, Elizabeth Batchelor, Robin Lair, Jay Ephraim and Eleanor Brooks. Michael J. Frank, Treasurer and Recording Secretary, and Barbara J. Madonna, Director of the Groversville Public Library, also attended the meeting. Craig Clark was excused from the meeting.

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.

Mr. Fisher asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on April 15, 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 Ms. Batchelor, to approve the minutes as presented. This motion was approved all voting aye.

Mr. Fisher asked Mr. Frank to review the Treasurer's Report for the month of April 2014 and the fiscal year-to-date through April 30, 2014 with the Trustees. Mr. Frank informed the Trustees that our year-to-date income through April 30, 2014 is up approximately \$10,600 from last year due primarily to the increase in the Tax Levy, the increase in the interest and dividends from the Groversville Library Foundation and the donations received as a pass through from the Foundation. Lower Medical Insurance Credit Refunds from the United States Treasury offset some of the Tax Levy increase, the increase in interest and dividends and the increase in donations since last year's figure included the two prior years of tax credits. Expenses this year are up approximately \$19,500 over the prior year due primarily to payroll and payroll related benefits and expenses. Mr. Frank asked if there were any questions or comments on the financials for the month of April 2014 or the year to date through April 30, 2014. Hearing none, Mrs. Brooks made a motion, seconded by Ms. Batchelor, to accept the Treasurer's Report as presented. This was approved all voting aye.

Ms. Madonna informed the Trustees that she had received a Draft copy of our Audit done by the Office of the State Comptroller. Ms. Madonna also informed the Trustees that she would be meeting with the auditor and her supervisor next Tuesday along with Mr. Fisher, Mr. Clark and Mr. Frank to review their report and to discuss a corrective action plan. The Finance Committee will meet following this meeting to review and recommend any changes needed to our policy and procedures.

Mr. Fisher informed the Trustees that there was no report from the Friends of the Groversville Public Library this month.

Ms. Madonna informed the Trustees that a representative from the new contractor's company for the window replacement had been in and taken measurements and said that they would probably have the new windows by July and would begin installing them after Labor Day. Ms. Madonna also informed the Trustees that in conjunction with the Construction Documents it has been recommended that we get a Construction Manager on board for the project as soon as possible so that as we progress everything can be coordinated as the different phases of the project progress. The Trustees agreed that we should begin the interview process and hire someone for this position as soon as possible.

Ms. Madonna also informed the Trustees that Carson Block was here and has begun his work on the Technology planning that will be facing us as the construction progresses. A preliminary report from him is expected by the end of the week. Ms. Madonna also informed the Trustees that the benches that she ordered and the new wireless system are here but that notification about the grant that she wrote with the Division of Library Systems for those items and rehabilitation of 66 E. Fulton Street into a parking area had not been received yet. Ms. Madonna also informed the Trustees that the Friends of the Library had done cleanup and planted flowers around the Library building today.

Barbara Madonna
Library Director

2013-2014
Board of Trustees

Elizabeth Batchelor

Craig Clark

Vincent DeSantis

Jay Ephraim

David Fisher

Robin Lair

Hannah McAllister

Christine Pesses

Mrs. Pesses reviewed the progress of the Steering Committee since the last meeting. Mrs. Pesses informed the Trustees that Matthew Blumenfeld had been in contact with the Littauer Foundation again and they suggested a fall presentation to their full Board of Directors of our Master Renovation Plan. Mrs. Pesses also informed the Trustees that our total pledges are now over the 1 million dollar mark and that a newsletter will be sent out in early June.

Ms. Batchelor informed the Trustees that the AD HOC Policy Committee had not met since the last Trustees meeting.

Mrs. Lair informed the Trustees that Ms. Madonna's review was still on hold pending receipt of the rest of the Trustee's evaluation forms. Ms. Madonna informed the Trustees that she had interviewed one person from the Civil Service list and was hoping to hire her soon.

Mr. Ephraim informed the Trustees that there was a fantastic turn out for the "Gloversville Reads" program. Mr. Ephraim informed the Trustees that the book Mohawk was circulated 35 times at the Library. Mr. Ephraim also informed the Trustees that many additional programs are planned for the summer months at the Library.

Ms. Madonna informed the Trustees that there was no report from the PR Committee this month.

Ms. Madonna reminded the Trustees that our summer hours begin on June 1st with the Library open from 3 to 8 on Monday and 9 to 7 Tuesday through Friday. No Saturday hours until after Labor Day.

Mr. Fisher reminded the Trustees that Hannah McAllister had resigned, still waiting for it in writing, and that the Board would need to appoint a new Trustee to fill the vacancy until the 2015 election.

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

Mr. Fisher asked if there was any old business to come before the meeting. Mr. Frank informed the Trustees that we needed to certify the results of the election held on May 6, 2014. Ms. Madonna presented a resolution to certify the 2014 Trustee election results. Mrs. Pesses made a motion, seconded by Mr. De Santis, to accept the results of the election and budget appropriation for the 2014-2015 fiscal year. This was approved all voting aye.

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

Ms. Batchelor made a motion, seconded by Mr. De Santis, to adjourn the meeting at 7:50 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on June 17, 2014 at 6:30 PM.

Michael J. Frank
Recording Secretary

Christine Pesses
Secretary

GLOVERSVILLE PUBLIC LIBRARY

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

MAY 2014

	Budget July 1, 2013 to June 30, 2014	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	\$264,579.00	\$0.00	\$264,579.00	\$259,106.00	\$0.00
Investment Income	200.00	7.50	425.83	235.45	(225.83)
Gloversville Library Foundation Inc. - Int. & Div.	142,000.00	20,546.90	133,889.02	131,452.07	8,110.98
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	530.00	14,157.50	8,551.00	(9,157.50)
Government Affiliations	6,060.00	225.00	7,079.47	7,632.99	(1,019.47)
Fines & Miscellaneous Income	16,000.00	848.59	10,996.72	11,439.64	5,003.28
U.S. Treasury - Medical Ins. Credit Refunds	6,333.00	0.00	4,178.78	7,482.00	2,154.22
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	<u>\$450,172.00</u>	<u>\$22,157.99</u>	<u>\$445,306.32</u>	<u>\$435,899.15</u>	<u>\$4,865.68</u>
	Income Cash Reconcilement				
Income Cash Balance on May 1, 2014	<u>\$317,200.85</u>				
Plus: Receipts Per Report	22,157.99				
Less: Expenses Per Report	<u>32,214.07</u>				
Income Cash Balance on May 31, 2014	<u><u>307,144.77</u></u>				
Accounts Payable as of 05/31/14	0.00				
Prepaid Expenses as of 05/31/14	<u>(5,640.40)</u>				
Actual Cash Balance on May 31, 2014	<u><u>\$301,504.37</u></u>				

BUILDING FUND

Balance on May 1, 2014	\$343,749.06
Plus: Receipts:	
Interest on Money Market Account	8.76
Less: Paid Outs:	
Carson Block Consulting, Inc. - Technology Consultant	578.99
Butler Rowland Mays Architects, LLP - Construction Documents	<u>13,297.50</u>
Balance on May 31, 2014	<u><u>\$329,881.33</u></u>

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Craig Clark, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

MAY 2014

	<u>Budget July 1, 2013 to June 30, 2014</u>	<u>Amount Expended Curr. Month</u>	<u>Amount Expended Current Year to Date</u>	<u>Amount Expended Prior Year to Date</u>	<u>Current Year Unexpended Balance</u>
Salaries - Full Time Employees	\$164,326.00	\$ 13,594.14	\$ 152,997.90	\$134,150.45	\$11,328.10
Salaries - Part Time Employees	63,753.00	3,603.26	49,448.16	55,928.22	14,304.84
Salaries - Custodians	22,277.00	1,932.26	20,799.82	19,084.75	1,477.18
F I C A & Medicare Tax	19,152.00	1,463.43	17,078.33	16,159.70	2,073.67
Unemployment Insurance	660.00	0.00	675.00	642.50	(15.00)
Disability Insurance	781.00	0.00	578.78	629.52	202.22
Medical Insurance	35,827.00	2,030.54	28,460.50	24,676.61	7,366.50
Pension Expense	34,632.00	0.00	19,541.25	19,895.50	15,090.75
Heat	9,500.00	568.03	6,582.05	7,388.94	2,917.95
Electricity	8,160.00	425.81	7,289.71	7,210.00	870.29
Telephone	663.00	0.00	1,150.16	1,199.42	(487.16)
Insurance	10,000.00	(421.26)	9,697.90	8,718.05	302.10
Books, Periodicals, etc.	45,900.00	2,844.88	41,817.53	36,225.86	4,082.47
Computer & Automation Services	17,680.00	969.00	10,756.47	18,173.34	6,923.53
Library, Building & Office Supplies	9,579.00	69.93	13,350.23	10,919.44	(3,771.23)
Maintenance & Repairs	13,974.00	2,056.49	5,988.76	5,178.27	7,985.24
Financial Secretary	8,000.00	650.00	7,300.00	7,300.00	700.00
Professional Fees	7,140.00	930.00	1,575.00	1,050.00	5,565.00
Election Expense	1,020.00	759.34	876.74	698.47	143.26
Professional Meetings & Travel	2,040.00	38.72	1,824.05	1,820.93	215.95
Events & Programming	4,590.00	600.00	2,646.81	3,847.50	1,943.19
Promotion Expense	2,040.00	0.00	3,357.07	2,528.94	(1,317.07)
General Expense	<u>1,700.00</u>	<u>99.50</u>	<u>1,416.95</u>	<u>1,900.98</u>	<u>283.05</u>
TOTAL EXPENSE	<u><u>\$483,394.00</u></u>	<u><u>\$32,214.07</u></u>	<u><u>\$405,209.17</u></u>	<u><u>\$385,327.39</u></u>	<u><u>\$78,184.83</u></u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

MAY 2014

<u>Check No.</u>	<u>Payee</u>		<u>Fund</u>
DM	E F T United States Treasury (2,358.89)	\$745.85	FICA & Medicare Expense
		1,613.04	Payroll
4320	Gloversville Public Library	7,066.56	Payroll
4321	NYS Child Support Processing Center	235.08	Child Support
4322	Louise Burnett	92.50	Election Expense
4323	Jacqueline L. Stewart	92.50	Election Expense
4324	Mary M. Simone	92.50	Election Expense
4325	Barbara J. Madonna (109.83)	75.11	A/V - DVD's
		34.72	Travel Reimbursement
4326	Donna J. Kuhner	400.00	Petty Cash
4327	Bits Bytes & Bots	225.00	Events & Programming
4328	Dana & Sue Robinson	300.00	Events & Programming
4329	Michael Daly	25.00	Events & Programming
4330	Carol Cownie	25.00	Events & Programming
4331	The Leader-Herald (587.44)	105.60	Workforce Grant
		481.84	Election Expense
4332	McCary & Huff, LLP	930.00	Professional Fees
4333	Center Point Large Print	97.88	Books
4334	Baker & Taylor Books	550.22	Books
4335	Board of Water Commissioners	127.15	Maint. & Rep. (Water & Sewer)
4336	Unique Management Services, Inc.	99.50	G/E - Collection Expense
4337	Quill Corporation	114.12	Library Supplies
4338	Mohawk Valley Library System	969.00	Computer & Automation
4339	National Grid (993.84)	568.03	Heat
		425.81	Electric
4340	Audio Editions	518.66	A/V - DVD's
4341	Business Card (3,119.74)	1,803.00	Maintenance & Repairs
		98.00	Postage
		81.12	Library Supplies
		1,137.62	A/V - DVD's
4342	Gloversville Public Library	6,823.81	Payroll
4343	NYS Child Support Processing Center	235.08	Child Support
4344	Carol Cownie	25.00	Events & Programming
4345	Michael J. Frank	650.00	Treasurer & Recording Secretary
4346	Quality Books, Inc.	26.39	Books
4347	Warren Electric Supply	84.34	Maintenance & Repairs
4348	Quill Corporation	67.98	Library Supplies
4349	C D P H P	3,102.60	Medical Insurance
4350	Hydro-Test Sales and Service	42.00	Maintenance & Repairs
DM	Oppenheimer Funds - 403b Plan	150.00	Payroll
DM	E F T NYS & Local Retirement System	274.30	Pension - Withholdings
DM	E F T NYS Tax Department	617.18	Payroll
DM	E F T United States Treasury (2,240.35)	717.58	FICA & Medicare Expense
		1,522.77	Payroll
DMS	Jaeger & Flynn Associates, Inc. (Reimbursements)	9.21	Medical Insurance
	CHECK AND EFT PAID OUTS - MAY 2014	33,478.65	
	PETTY CASH PAID OUTS - MAY 2014		
	Books	55.00	
	Postage	2.69	
	Meetings & Travel	4.00	
	Newspapers (Books)	384.00	
	TOTAL MAY 2014 PAID OUTS	\$33,924.34	
	Less: Workforce Grant Expense & Correction	(399.58)	
	Less: Cobra Reimbursement Bucholtz	(489.43)	
	Less: Worker's Comp. Dividend	(421.26)	
	Less: Petty Cash Check	(400.00)	
	NET TO BALANCE TO EXPENSES	\$32,214.07	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

FARLEY GRANT - BULLET AID

Balance as of March 1, 2014					\$421.27
Grant Money Received					0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>			
Mohawk Valley Library System	4275	Computer & Auto.	421.27		
Total Expenses					<u>421.27</u>
Balance of Grant Money Left at March 31, 2014					<u><u>\$0.00</u></u>

WGY CHRISTMAS WISH GRANT

Balance as of March 1, 2014					\$300.00
Grant Money Received					0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>			
None			0.00		
Total Expenses					<u>0.00</u>
Balance of Grant Money Left at March 31, 2014					<u><u>\$300.00</u></u>

STEWART'S FOUNDATION GRANT

Balance as of March 1, 2014					\$0.00
Grant Money Received					500.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>			
None			0.00		
Total Expenses					<u>0.00</u>
Balance of Grant Money Left at March 31, 2014					<u><u>\$500.00</u></u>

WORKFORCE LITERACY GRANT

Balance as of March 1, 2014					\$703.79
Grant Money Received					0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>			
None			0.00		
Total Expenses					<u>0.00</u>
Balance of Grant Money Left at March 31, 2014					<u><u>\$703.79</u></u>

APPROPRIATION FOR FUTURE AUDIT

Balance as of March 1, 2014					\$9,000.00
Appropriation Provided For In 2013-2014					0.00
Expenses Paid From Appropriation Funds	<u>Check No.</u>	<u>Purpose</u>			
None			0.00		
Total Expenses					<u>0.00</u>
Balance of Appropriation Funds Left at March 31, 2014					<u><u>\$9,000.00</u></u>

RESTORATION FUNDS RECONCILEMENT

Balance as of March 1, 2014					\$754.38
Funds Received					0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>			
None			0.00		
Total Expenses					<u>0.00</u>
Balance of Restoration Funds Left at March 31, 2014					<u><u>\$754.38</u></u>



Gloversville Public Library

Director's Report: May 2014

Barbara Madonna – Director

The Technology Consultant Carson Block wrapped up his visit at the beginning of the month. Toward the end of the month we received his preliminary findings; it's a good read. He is currently out of the country and we need to discuss how to move forward and develop it into an action plan.

The Library's levy proposition passed 163 to 50. Jay Ephraim and Robin Lair were re-elected while James McGuire was elected to another vacancy on the write-in.

It was a busy month with a number of ground laying efforts: summer program organization for both the adult and children's departments, a site visit to The Sport Shop as a possible temporary site during the renovation, picking out tile for the floors and walls of the new restrooms, sending out an RFP for a construction management firm, working on the Consolidated Funding Application for Governor Cuomo's economic development funds, fact finding for the tax credits, weeding the collection with an eye toward moving it next summer, and efforts to implement the NYS Comptroller's recommendations for our auditing process.

Meetings and Workshops

- | | |
|----------------------|---|
| May 1 st | 1) Carson Block, Carson Block Consulting, Technology Consultant |
| | 2) Friends of the Library meeting |
| May 2 nd | 1) Staff meeting |
| | 2) Tom Roehl, WENT |
| | 3) Kathryn McCary, McCary and Huff |
| | 4) Matt Blumenfeld, FDA |
| | 5) MVLS Foundation board meeting |
| | 6) Jay Ephraim |
| May 7 th | 1) Program committee meeting |
| | 2) Steve E. Smith |
| May 8 th | Lisa Hayes, Butler Rowland May Architecture |
| May 9 th | Staff meeting |
| May 13 th | Steering Committee meeting |
| May 16 th | 1) Staff meeting |
| | 2) Dave Fisher |
| May 19 th | Rachel Schwendinger, NYS Office of the Comptroller |
| May 20 th | 1) Kathryn McCary, McCary and Huff |
| | 2) Mike Frank |
| | 3) Craig Clark |
| | 4) Board of Trustees meeting |
| May 21 st | 1) Book discussion <u>Snow Flower and the Secret Fan</u> |
| | 2) MVLS Annual Dinner |
| May 22 nd | 1) Nick Zabawsky |
| | 2) Sally Fancher |
| | 3) Matthew Tedeschi, Jaeger and Flynn Associates |
| May 23 rd | 1) Staff meeting |
| | 2) Paul Mays, Butler Rowland May Architecture |
| May 27 th | 1) Audit review with Rachel Schwendinger, NYS Office of the Comptroller |
| | 2) Steering committee |
| | 3) Kathryn McCary, McCary and Huff and Matt Blumenfeld, FDA |
| May 28 th | Sen. Michael Nozzolio |
| May 29 th | 1) Kathryn McCary, McCary and Huff |
| | 2) Paul Mays, Butler Rowland May Architecture |

May 30th

- 3) Matt Blumenfeld, FDA
- 4) Wally Hart
- 1) Staff meeting
- 2) Paul Mays, Butler Rowland May Architecture



Gloversville Public Library

Children's Room Report: June 2014

Sherry Gennett – Head of Children's Services

Preparing for the "Fizz Boom Read" Summer Reading Program has been the main focus for May. Bonnie, Carol, Sonny and I each have individual assignments to pull together so July and August will go smoothly. As you know Bonnie is in charge of programming, Carol is making book lists and coloring sheets for each subject, Sonny is creating graphics, sign-up sheets, monthly calendars and anything else that needs to be created. I scheduled readers for the Thursday Story Time plus anything else needed to fine tune the summer. We have such a great group of people working together I can't say "thank you" enough.

Our knitting group attendance is very steady every week. The women are grateful for summer hours. They get to knit longer on Thursdays now. It was said that during regular hours they feel as though they were just getting started and we have to close. I'm proud to say we have two new members joining us. I have had the honor of teaching one new young lady how to knit. She is picking it up so quickly. It's fun to see the accomplishment in her mannerisms. I've seen growth in all the knitters. We inspire each other.

Cathy Nyland's retirement has reminded us how much she meant to us and all she did for this Children's Room. It takes extra work from all of us to keep this room looking as good as she did. Shifting staff to our room helped greatly.

Another task I'm working on is the dusty book withdrawing of the jFict books. We have more to do on this project. I want to make room for up and coming books and get rid of those that sit on the shelf not circulating.

As far as the "Picture Book City" labeling, it too is a timely project; placing each book into a certain category. I also look at condition and copyright year to see if it needs withdrawing or replacing. This collection is about half done.

I've scheduled a visit for around 100 children from the YMCA day camp during the summer. As we did last year I set up three groups by age and do the "Intro to the Library" and discuss the summer program if they have not heard about it already. This is done all in one day.

Sherry Gennett

Gloversville Public Library

May 2014

Monthly Report

Statistics for May 2014 are as follows (figures in parentheses represent comparable figures for May 2013):

	2014	2013
<u>VISITORS</u>	7,949	(8,379)

CIRCULATION

Adult Circulation	2,429	(2,642)
Teen Circulation	275	(385)
Juvenile Circulation	1,413	(1,842)
Audiobooks	296	(360)
eBooks	265	(195)
Music	53	(10)
Periodicals	103	(76)
Videos	1,311	(1,238)
Museum Passes	2	0
Subtotal	6,147	(6,748)
<u>In-House Use</u>		
Adult	528	(487)
Juvenile	571	(417)
Other Materials	1,090	(1,143)
Subtotal	2,189	(2,047)
Total April Circulation	8,336	(8,795)

<u>REFERENCE QUESTIONS</u>	549	(704)
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MEETINGS/PROGRAMS/OUTREACH

11 Adult programs and meetings with 97 people (12 Adult programs and meetings with 128 people)
7 Juvenile programs with 116 children (5 Juvenile programs with 60 children)
5 Teen programs with 41 people (5 Teen programs with 44 people)

<u>INTERLIBRARY LOAN</u>	<u>Material Borrowed</u>	<u>Material Loaned</u>
Books	757	621
AV	133	26
Total	890	647

<u>COMPUTER USAGE</u>	1,628	(1,352) users
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VOLUNTEERS

HISTORICAL ROOM

Visitors	113
Books Used	50
Reference Questions	10
Telephone Reference	0
Letters	0
Computer usage	0