



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting June 20, 2017

The Gloversville Public Library Board of Trustees held a meeting on June 20, 2017 in the Meeting Room at the Library's temporary location, 34 W. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Lisa Buggeln, Brian Mazza, Robin Lair, Merry Dunn Brown, Jay Ephraim, and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nicole Hauser, Librarian I, Jean LaPorta, President of the Friends of the Gloversville Public Library, and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Wanda Prew, Craig Clark and Elizabeth Batchelor were excused from 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 at this point.

2016-2017
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Mrs. Pesses informed the Trustees that as part of our Advocacy training we were going to do a guided tour of the Children's Room. Sally Fancher, head of the Children's department, gave an overview of what services were provided and what is planned for the summer programming.

Elizabeth Batchelor

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on May 16, 2017. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. Mazza made a motion, seconded by Ms. Dunn Brown, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Merry Dunn Brown

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of May 2017 and the eleven month period ending May 31, 2017. Mr. Frank informed the Trustees that our income for the year to date is up approximately \$60,200 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 \$36,400 from the prior year period primarily due to the higher salary expense related to raises given to the employees effective July 1, 2016 to help to keep up with cost of living increases due to the State continuing to raise the minimum wage 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 and lower utilities due to a change in our provider. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Buggeln made a motion, seconded by Mrs. Lair, to approve the Financial Report as presented. This was approved all voting aye.

Lisa Buggeln

Craig Clark

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Mr. Frank distributed the Warrants list for June 2017 numbered 940 through 967 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. Lair made a motion, seconded by Mr. Mazza, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Robin Lair

Brian Mazza

Christine Pesses

Ms. Madonna informed the Trustees that the Board of Trustees needed to repeal the Tax Cap Override Resolution previously passed since we did not ask for an increase in the Tax Levy. Ms. Madonna read a Resolution, copy attached, to repeal the Tax Cap Override Resolution previously approved at the November 15, 2016 meeting of the Trustees. Ms. Dunn Brown made a motion, seconded by Mrs. Buggeln to approve the resolution. Six Trustees voted in favor of the resolution. There were no votes in opposition or abstentions.

Wanda Prew

Mrs. LaPorta reported that the Friends made \$970 on their barbecue that was held on May 19, 2017. Mrs. LaPorta also reported that the Friends had awarded a \$500 scholarship to a Gloversville High School senior. Mrs. LaPorta also informed the Trustees that the Friends will be helping with an Ice Cream Social put on by the Library at the Rail Station Park in July. The Friends will also be having their ice cream fundraiser at the Perfect Scoop in Mecum from August 14th to 16th. Mrs. LaPorta also reminded the Trustees that any articles for the next Friend's Newsletter needed to be in by July 1, 2017.

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Ms. Madonna informed the Trustees that the plumbers had started their work in the Library Building. Ms. Madonna also informed the Trustees that all approvals had been received from the Affirmative Action Office for the NYSOPRHP \$1,000,000 grant and that all the construction contracts had been signed. Mrs. Pesses also informed the Trustees that an approval was needed for Special Inspections to be done by Ryan Biggs/Clark Davis for \$34,250. A motion was made by Mrs. Buggeln, seconded by Ms. Dunn Brown, to approve same. This was approved all voting aye.

Mrs. Pesses informed the Trustees that the Steering Committee would be continuing to meet but on a lower key than in the time leading up to the start of construction.

Ms. Madonna informed the Trustees that she was looking for an Account Clerk/Typist person to work approximately 3 hours per week to take over some of the clerical duties that Nicole Hauser has been doing to free up her time for more Librarian functions. Ms. Madonna also informed the Trustees that she had interviewed two people on the Civil Service list for the Library Clerk position but unfortunately their hours of availability are not compatible with the Library's needs at this time so she has requested a new list from Civil Service. Ms. Madonna also informed the Trustees that she had received Bonnie Howard's request for a leave of absence for the period December 1, 2016 thru August 31, 2017. Mrs. Buggeln made a motion, seconded by Mr. Mazza, to accept her leave of absence request. This was approved all voting aye. Ms. Madonna also informed the Trustees that Natalia Umana had started her summer assistant work.

Ms. Dunn Brown informed the Trustees that programs at the Library are going well and are being well attended.

Mr. Ephraim informed the Trustees that the Public Relations Committee had been promoting the Library's move and that as soon as some construction pictures are available they will be used in promoting the renovation project. Mr. Ephraim also informed the Trustees that we need to put more emphasis on social media outlets in promoting the Library. Perhaps this can be accomplished as we hire additional staff to get ready to move back into the newly renovated space at the Library.

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

Mrs. Pesses reminded the Trustees that a Trustee training session would be held on July 19th at 6:30 PM at the Library's temporary location

Ms. Madonna informed the Trustees that the Gloversville Library Foundation Board had met on June 14th and had approved transferring \$1,000,000 from the Capital Campaign Funds to the Library's Construction Account.

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. Madonna informed the Trustees that she and Mr. Frank had been reviewing the possibilities of using laser printed checks for payment of bills for the Library. Mr. Frank reviewed the cost difference and informed the Trustees that this would be a good step forward and would work well in conjunction with our using Quick Books for our accounting. The Trustees agreed with this recommendation to purchase laser checks for the General Fund. Mr. Ephraim made a motion for the Library to join the Library Trustees Association of New York State with dues of \$175 per year. This motion was seconded by Mr. Mazza and approved all voting aye.

Mrs. Buggeln made a motion to adjourn the meeting at 8:25 PM. This motion was seconded by Mrs. Lair and approved all voting aye.

The next regular meeting of the Board of Trustees will be held on July 18, 2017 at 6:30 PM.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary