



Minutes of the Gloversville Public Library Board of Trustees Meeting

June 19, 2018

The Gloversville Public Library Board of Trustees held a meeting on June 19, 2018 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: Christine Pesses, Frank Carangelo, Elizabeth Batchelor, Lisa Buggeln, Charles Reed and Brian Mazza. 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, John Blackmon, Claims Auditor for the Gloversville Public Library, and Susan Shrader, Trustee Elect, also attended the meeting. Craig Clark and Merry Dunn Brown 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.

2017-2018
Board of Trustees

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on May 15, 2018. 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 Mr. Carangelo, to approve the minutes of the meeting of May 15, 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 May 2018 and the eleven-month period ending May 31, 2018. Ms. Madonna mentioned to the Trustees that a new section covering the monthly bank reconciliements had been added per the Comptroller's regulations. Mr. Frank informed the Trustees that our income for the eleven-month period is down approximately \$5,600 from the same period of last year due primarily to the lower Fines and Miscellaneous Income. 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 \$7,800 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

Jay Ephraim

Brian Mazza

Christine Pesses

Mr. Frank distributed the Warrants list for May 2018 numbered 1348 through 1387 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. Buggeln made a motion, seconded by Mr. Mazza, 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

Mr. Frank informed the Trustees that the Gloversville Library Foundation needed to draw on their Line of Credit with NBT Bank in June 2018, \$550,000 to pass up to the Library to cover Construction Bills that needed to be paid in June 2018. This draw on their Line of Credit brings the outstanding amount up to \$1,700,000.

Mrs. LaPorta informed the Trustees that The Friends of the Gloversville Public Library's next meeting will be held in August 2018. Mrs. LaPorta also informed the Trustees that the Friends will be holding an ice cream social at the Rail park on July 13, 2018. Mrs. LaPorta also informed the Trustees that the Friends will be holding an apple crisp social on August 17, 2018 at the Library.

Ms. Madonna informed the Trustees that she plans to apply for a DLD Construction Grant for 2019 and needed the Trustees to pass a resolution for her to do this application. Ms. Batchelor made a motion to approve a resolution for Ms. Madonna to apply for a DLD Construction Grant for 2019. This motion was seconded by Mr. Reed and approved all voting aye.

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Ms. Batchelor informed the Trustees that the building project is on target to be done the week of August 20, 2018. Various rooms are painted and being completed from the upper floors to the basement. Ms. Batchelor also noted that the Library name is almost done over the front entranceway. Ms. Batchelor also reviewed the outstanding projected costs to finish the project and the expected timing of receiving the various grants and pledges that have been awarded or promised to us. Ms. Batchelor informed the Trustees that the Library Foundation Board had met and was aware of the situation and would be exploring what might need to be done for the balance of the funding to be available.

Ms. Batchelor informed the Trustees that the AD HOC Steering Committee would also be meeting in the next week or two.

Mrs. Buggeln presented the following policies for the second reading: The Whistleblower Policy and The Conflicts of Interest Policy. Mr. Mazza made a motion, seconded by Mr. Reed, to approve the policies as presented. This was approved all voting aye. Mrs. Buggeln also presented the following policies for the first reading: The Donor Recognition Policy, The Computer and Internet Policy and The Tutoring Policy. The Policies were reviewed with some minor corrections and changes suggested and will be presented for the second reading in July 2018.

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 three positions approved by the Board.

Mrs. Hauser informed the Trustees that the Summer Reading Program was starting next week and that Board Members could sign up tonight if they wanted to get started. Ms. Madonna also informed the Trustees that we would be purchasing an Event Keeper Program to keep more accurate records of room reservations and use in the renovated Library Building.

Mrs. Pesses informed the Trustees that 16 tee shirts had been ordered and that they are expected to arrive mid-July. Mrs. Pesses also informed the Trustees that the Public Relations Committee is meeting at the Library tomorrow at 9 AM.

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

Mrs. Pesses informed the Trustees that 22 people had attended the Focus Plan of Service Group meeting to review and discuss the results of the past year's focus groups at the Gloversville Senior Center from 4:30 PM to 6:30 PM on June 12, 2018. Mrs. Pesses also informed the Trustees that Eric Tehran, Director of Mohawk Valley Library System, will do a one-hour workshop now to work on rewriting the Library Mission Statement. A meeting date of July 5, 2018 from 5-6 PM was approved. Mrs. Pesses also thanked Brian Mazza for his service on the Board of Trustees.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had met on June 13, 2018 and had approved giving the Library an additional \$50,000 of their income cash to help cover June's operating expenses.

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. Reed made a motion to adjourn the meeting at 8:00 PM. This motion was seconded by Mr. Mazza and approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday July 17, 2018 at 6:30 PM.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary