



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting June 18, 2019

The Gloversville Public Library Board of Trustees held a meeting on June 18, 2019 in the Large Meeting Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Susan Shrader, Lisa Buggeln, Christian Rohrs, Frank Carangelo, Charles Reed and Merry Dunn Brown. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Jean La Porta, President of the Friends of the Gloversville Public Library, and John Blackmon, Claims Auditor for the Gloversville Public Library also attended the meeting. Christine Pesses and Craig Clark were excused from the meeting.

Ms. Dunn Brown, Vice-President of the Board of Trustees, opened the regular meeting by leading the Trustees in the Pledge of Allegiance. Ms. Dunn Brown also read a statement of the accomplishments and various involvements of Elizabeth Batchelor during her tenure as a Trustee of the Gloversville Public Library from 2005 to 2019. A copy of this is attached to these minutes by reference.

Ms. Dunn Brown asked if there was anything anyone from the public wished to present at this time. Hearing nothing the Regular Meeting was convened.

Ms. Dunn Brown introduced Wade Abbott from Mohawk Valley Library System who distributed a draft copy of the three-year Plan of Service for review with the Trustees. Mr. Abbott reviewed the various sections of the Plan including the Goals, Objectives and Tasks to be performed if approved. The Trustees agreed that this was well put together and felt that it should be approved. Mr. Reed made a motion, seconded by Mrs. Shrader, to approve the Plan of Service as presented. This was approved all voting aye.

Ms. Dunn Brown asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on May 21, 2019. Ms. Dunn Brown asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. Reed made a motion, seconded by Mrs. Buggeln, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Ms. Dunn Brown asked Mr. Frank to review the Financial Report for the month of May 2019 and the year-to-date period ending May 31, 2019. Mr. Frank informed the Trustees that our income for the year-to-date was up approximately \$29,100 from last year due primarily to the increase in the tax levy. Expenses for the year-to-date period thru May 31, 2019 are up approximately \$89,800 due to higher salaries and salary related benefits, higher Computer and Automation Services, higher Library Supplies, higher Insurance Expense, higher Utilities, higher Maintenance and Repairs and higher General Expense which have been offset by lower Rent Expense in the current year due primarily to the time involved with moving back into the Library building and the expenses involved with the temporary location in the prior year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Buggeln made a motion, seconded by Mr. Rohrs, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for June 2019 numbered 1781 through 1810 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. Carangelo, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Mr. Frank informed the Trustees that we currently have approximately \$941,000 in our construction checking account and with most contractor bills paid suggested that we transfer \$800,000 to our Building Fund Money Market Account to earn a better rate of interest on these funds. Mrs. Buggeln made a motion, seconded by Mr. Rohrs, to approve the transfer of \$800,000 from our Construction Checking Account to our Building Fund Money Market Account. This was approved all voting aye.

Mrs. La Porta informed the Trustees that the Friends had chosen a scholarship recipient from this year's senior class at Gloversville High School. Mrs. La Porta also informed the Trustees that the Friends would be holding an ice cream social at the Library on July 19th, a chicken barbeque at Whitey's on September 20th and a basket raffle in September with the drawing at the end of Friends week in October. Mrs. La Porta also informed the Trustees that the Friends would provide money for Special Events at the Library over the summer.

Barbara Madonna
Library Director

2018-2019
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

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Mr. Frank informed the Trustees that the Foundation would be holding a Finance Committee meeting tomorrow at 3 PM at Jeremiah Wood's office with Samuel Zimmerman, our Financial Advisor, from Morgan Stanley and next Wednesday on June 26th would be holding a full Board meeting here at the Library at 3 PM.

Mr. Carangelo informed the Trustees that the Building and Grounds Committee had received a plan for the new parking lot from Steven Smith which would give us approximately 26 additional parking spaces for patrons and employees. Mr. Carangelo also informed the Trustees that the fourth telephone line that we have been paying for is finally working. Mr. Carangelo also informed the Trustees that our general contractor Bunkoff and the HVAC contractor Mazono are getting access to various heat pumps so that problems can be resolved.

Mrs. Buggeln informed the Trustees that the first reading of the Patron Borrowing Policy was ready and had been distributed to the Trustees. No other changes or corrections were noted and it will be presented at the July 2019 meeting for the second reading and approval.

Ms. Dunn Brown informed the Trustees that the Outreach Committee had held 6 Events so far this year with 5 more scheduled. Ms. Dunn Brown informed the Trustees that the next one will be held at the Railfest on August 3rd and that surveys are being prepared to hand out.

Ms. Madonna informed the Trustees that there was nothing new to report from the Personnel Committee.

Mr. Reed informed the Trustees that the Program Committee had not met since the last Trustee's meeting but that the staff had met and was reviewing existing programs and getting ready for fall programming. Ms. Madonna informed the Trustees that the Library will be having a local author here in November.

Mrs. Pesses reported that the Public Relations Committee had not met since the last Trustee's meeting.

Ms. Madonna informed the Trustees that in connection with the History Room Grant that she had applied for an onsite visit would take place on July 11, 2019 with someone from the Grant Agency to visit the Library.

Ms. Dunn Brown informed the Trustees that Mrs. Pesses' President Report had been sent out to all the Trustees and that a schedule of what needs to take place at the Organizational Meeting in July was part of her report.

Ms. Dunn Brown asked if there was any old business to come before the meeting. Mr. Reed informed the Trustees that he had gotten a quote of between \$1,000 and \$1,200 to get the old photos of the men that have been discussed at previous meetings into a folio. A motion was made by Mrs. Buggeln, seconded by Mrs. Shrader, to approve spending up to \$1,200 of the Restoration Funds to get the folio of the photos done. This was approved all voting aye. Ms. Dunn Brown also read a statement of the various accomplishments and involvements of Lisa Buggeln during her time on the Board of Trustees. A copy of this is attached to these minutes by reference.

Ms. Dunn Brown asked if there was any new business to come before the meeting. Mr. Rohrs informed the Trustees that 3 people had expressed interest in joining the Board of Trustees and that they had all been interviewed and that the Committee was recommending Gregory Niforis to take Elizabeth Bachelors' place until the next election in May 2020. A motion was made by Mr. Reed, seconded by Mrs. Buggeln, to approve Gregory Niforis as a new Board of Trustees member. This was approved all voting aye.

Ms. Dunn Brown asked if there was any other new business to come before the meeting. Ms. Dunn Brown informed the Trustees that with Elizabeth Bachelor's resignation the Board needed to appoint a new liaison to the Foundation Board of Trustees and that Christine Pesses had volunteered to fill this vacancy. A motion was made by Mr. Reed, seconded by Mr. Rohrs and approved all voting aye to approve Christine Pesses as the new liaison to the Foundation Board.

Mr. Reed made a motion to adjourn the meeting at 8:30 PM. This motion was seconded by Mrs. Buggeln and approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday July 16, 2019 at 6:30 PM. at the Library Building at 58 East Fulton Street, Gloversville, New York with the Organizational Meeting preceding the Regular Meeting.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary