



Barbara Madonna
Library Director

2014-2015
Board of Trustees

Elizabeth Batchelor

Craig Clark

Vince DeSantis

Jay Ephraim

David Fisher

Robin Lair

James McGuire

Christine Pesses

Draft Minutes of the Gloversville Public Library Board of Trustees Meeting March 17, 2015

The Gloversville Public Library Board of Trustees held a meeting on March 17, 2015 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Robin Lair, Craig Clark, Elizabeth Batchelor, Christine Pesses, Jay Ephraim, James McGuire and Merry Dunn Brown. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. David Fisher and Vincent De Santis were excused from the meeting.

Ms. Batchelor, Vice-President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Ms. Batchelor asked if there was anything anyone from the public wished to present at this time. Hearing nothing, the regular meeting was convened.

Ms. Batchelor asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on February 17, 2015. Ms. Batchelor 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. Dunn Brown, to approve the minutes as presented. This motion was approved all voting aye.

Ms. Batchelor asked Mr. Frank to review the Treasurer's Report for the month of February 2015 and the fiscal year-to-date period ending February 28, 2015 with the Trustees. Mr. Frank informed the Trustees that our fiscal year-to-date income through February 28, 2015 is up approximately \$12,200 from the same period of last year due primarily to the higher Tax Levy this year and higher Interest and Dividends received from the Foundation this year. This was partially offset by lower donations received from the Foundation this year. Expenses this year are up approximately \$13,700 from the prior year due primarily to higher pension expense, higher medical insurance and reimbursements, higher computer and automation services and higher professional fees. These expenses have been partially offset by lower library supplies due to a new copier purchased last year and lower maintenance and repairs. Mr. Frank asked if there were any questions or comments on the financials for the month of February 2015 or the year-to-date period ended February 28, 2015. Hearing none, Mr. Ephraim made a motion, seconded by Mrs. Pesses, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for March 2015 numbered 213 through 237 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. Pesses made a motion, seconded by Ms. Dunn Brown, to have Mr. Frank our Treasurer prepare checks for payment of these claims. This was approved all voting aye.

Ms. Batchelor informed the Trustees that there was no report from the Friends. Ms. Madonna informed the Trustees that the Friends are discussing a fundraising walk for some time in September. Ms. Madonna also informed the Trustees that the Friends newsletter would be out soon and that their book and bake sale would be held in June.

Ms. Madonna informed the Trustees that the original amount of \$144,000 from the Division of Library Development Grant that was approved by the Mohawk Valley Library System for the Gloversville Public Library had increased to \$150,356. Ms. Madonna also informed the Trustees that she had attended a meeting last month with Butler Rowland Mays Architects LLP and various engineers, etc. to review the progress of the Construction Document phase of the Master Renovation Project. Ms. Madonna also informed the Trustees that the new parking lot project needs to be worked on this spring to comply with the conditions of grant money received.

Mrs. Pesses and Ms. Batchelor reviewed the progress of the Steering Committee since the last meeting. Mrs. Pesses informed the Trustees that the USDA had preapproved our loan application. Mrs. Pesses also informed the Trustees that a meeting was held with Steve ??? who is the Business Administrator for the Gloversville Enlarged School District to discuss various borrowing options for the Library project. If we decide to use bonding or a bond anticipation note for financing it would require a public vote of approval. Mrs. Pesses also informed the Trustees that Ms. Madonna will be doing a presentation to Gloversville School District teachers Wednesday morning explaining the Master Renovation Plan and the funding needed. Mrs. Pesses also informed the Trustees that we may get coverage of our project in the New York Times with an article about Richard Russo and his love of the Library in his hometown.

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Ms. Batchelor informed the Trustees that the AD HOC Policy Committee had completed a Conflicts of Interest Policy and that a copy had been sent out to all Trustees prior to tonight's meeting for review. Ms. Batchelor asked if there were any corrections or additions that needed to be made prior to a vote on the Policy at the April meeting. Nothing was noted at this time so a vote to approve will be done at the April meeting.

Ms. Madonna informed the Trustees that Mrs. Kuhner will be retiring effective March 28, 2015. Ms. Madonna informed the Trustees that she thinks that with this retirement the Personnel Committee should consider revamping this position and its duties prior to hiring a replacement for Mrs. Kuhner. The Committee agreed to meet with Ms. Madonna to review the position and its duties for the Library.

Mrs. Lair made a motion to go into Executive Session at 7:10 PM to discuss a personnel issue. This motion was seconded by Mr. Clark and approved all voting aye. Mrs. Pesses made a motion to come out of Executive Session at 7:32 PM. This motion was seconded by Mr. Clark and approved all voting aye.

Mrs. Lair informed the Trustees that many programs are currently going on at the Library. The Gloversville Reads Program for 2015 is moving forward and green shirts promoting the "Read" will be ordered soon. Trustees were invited to order a shirt to help promote the program.

Ms. Madonna informed the Trustees that the Foundation established by the Mohawk Valley Library System will be holding its annual dinner in June. Instead of a typical sit down dinner and business meeting the format will be more of a cocktail reception and include a workshop on library sustainability that should be applicable to all of MVLS' member libraries.

Ms. Batchelor informed the Trustees that she had nothing to report for the President's Report.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board met on March 5, 2015. The meeting primarily focused on Borrowing Concerns and Bill Paying Concerns related to the Capital Campaign and renovation project.

Ms. Batchelor asked if there was any old business to come before the meeting. Ms. Madonna reminded the Trustees that there are 3 Trustee positions open for this year's election in May. Petitions need to be submitted by April 1, 2015.

Ms. Batchelor asked if there was any new business to come before the meeting. Mr. Ephraim suggested that we replace our flag in front of the Library. Ms. Madonna said that since the new windows had been installed our flag had not been put back (It was mounted on the wooden window frame outside the Children's Room). Consideration will be given as to what it might be attached to as far as the renovation project is concerned.

Mrs. Pesses made a motion, seconded by Mr. Lair, to adjourn the meeting at 7:55 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on April 21, 2015 at 6:30 PM.

Michael J. Frank
Recording Secretary

Christine Pesses
Secretary