



## Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

March 15, 2016

The Gloversville Public Library Board of Trustees held a meeting on March 15, 2016 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Craig Clark, Vincent De Santis, Merry Dunn Brown, Robin Lair, Jay Ephraim, Wanda Prew and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nicole Hauser, Librarian I, John Blackmon, Claims Auditor for the Gloversville Public Library, and Jean La Porta, President of the Friends of the Gloversville Public Library, also attended the meeting. Elizabeth Batchelor and Patricia Donovan were excused from the meeting.

Barbara Madonna  
Library Director

Mr. Clark, President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

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

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Board of Trustees

Mr. Clark asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on February 16, 2016. Mr. Clark 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 Mrs. Prew, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Elizabeth Batchelor

Mr. Clark asked Mr. Frank to review the Financial Report for the month of February 2016 and the eight month period ending February 29, 2016. Mr. Frank informed the Trustees that our income for the first eight months of the year is up approximately \$4,700 from the same period of last year due primarily to the higher Tax Levy and the Medical Insurance Credit Refund from the Internal Revenue Service. These increases were partially offset by lower donations passed through from the Foundation this year. The additional money from the IRS is due to the credit based on our Medical Insurance payments for our employees being increased from 25% to 35% for 2015. Expenses this year are down approximately \$35,000 from the prior year period primarily due to the lower pension expense of approximately \$23,900, the lower professional fees of approximately \$7,200 and lower Medical Insurance premiums due to fewer employees in the Plan and lower Computer and Automation expense. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. De Santis made a motion, seconded by Ms. Dunn Brown, to approve the Financial Report as presented. This was approved all voting aye.

Merry Dunn Brown

Craig Clark

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Robin Lair

Christine Pesses

Wanda Prew

Mr. Frank distributed the Warrants list for March 2016 numbered 517 through 541 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 Mrs. Lair, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Mrs. La Porta informed the Trustees that the Friends of the Public Library were having a pie sale fundraiser with orders to be in by March 23, 2016. A spaghetti dinner fundraiser will also be held on April 20, 2016 at the Italian Bistro in Gloversville. Tickets for this event are available at the Library for \$8.00 each. The Friends will also be holding a container gardening fundraiser class on May 4, 2016. Mrs. La Porta also informed the Trustees that the Spring Book sale would be held on April 19<sup>th</sup> and 20<sup>th</sup>. Mrs. La Porta also informed the Trustees that an ice cream fundraiser would be held again this year during the summer and that a barbecue is being planned for September. Mrs. La Porta also informed the Trustees that there would probably not be a basket raffle this year with the expected startup of construction in the fall.

Mrs. Lair presented the following resolution: That Barbara Madonna, as Director of Gloversville Public Library, is hereby authorized and directed to accept funds from the New York State Office of Parks, Recreation and Historic Preservation in accordance with the provisions of Title 9 of the Environmental Protection Act of 1993, in an amount not to exceed \$500,000, and enter into and execute a project agreement with the State for such financial assistance to this Gloversville Public Library for replacement of the Library's 1904 heating system and, if appropriate, a conservation easement/preservation covenant to the deed of the assisted property. Mrs. Pesses made a motion, seconded by Ms. Dunn Brown to approve the above resolution. This was approved all voting aye.

Mrs. Pesses gave a report on the progress of the Steering Committee. As of meeting time we have raised approximately \$115,000 towards meeting the Winter Challenge organized by Ellen Wood with the hope of raising \$125,000 to match the amount promised by the challenge. The elementary schools in Gloversville held a coin drive for the Library Capital Campaign and raised over \$1,900 in support of the Library. Mr. Pesses also informed the Trustees that Senator Schumer is supporting our efforts with the New Markets Tax Credits. Mrs. Pesses informed the Trustees that if the Historic Tax Credits are approved by the National Parks Service we will need to proceed with legislative work towards getting things in place. Mr. De Santis made a motion, seconded by Ms. Dunn Brown, to spend up to an additional \$6,000 for legal consultation services for this work. This was approved all voting aye. Mrs. Pesses also informed the Trustees that work is continuing on getting out the vote for the May trustees election and budget vote.

Ms. Madonna asked the Trustees if anyone had any additions or corrections to the Employee Handbook regarding Family Medical Leave that was presented for the first reading at the February 2016 meeting. No additions or changes were suggested. Mrs. Pesses made a motion, seconded by Mrs. Prew, to approve the Employee Handbook as presented. This was approved all voting aye.

Ms. Madonna distributed a calendar of events going on at the Library during the month of April 2016. Ms. Madonna informed the Trustees that the Income Tax Help program being put on by New York State had been going well with appointments being scheduled by patrons. Ms. Madonna also informed the Trustees that Sally Fancher will be holding a cupcake decorating class on March 22, 2016 and that she has also been making monthly visits to the infirmary with picture books, etc for the patients.

Ms. Madonna informed the Trustees that she and Mrs. Hauser will be working on reviewing our website information and design.

Ms. Madonna informed the Trustees that Trustee Packets will be available for the two vacancies on the Board of Trustees up for election in May. Mr. Clark informed the Trustees that he will not be running for reelection to the Board in May.

Mr. Clark informed the Trustees that the next "Plan of Service" committee meeting would be focusing on the suggestions made for the period of time that we would be using temporary space for Library services. Mr. Clark informed the Trustees that the MVLS annual dinner would be held on May 11, 2016.

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

Mr. Clark asked if there was any old business to come before the meeting. Hearing none, Mr. Clark asked if there was any new business to come before the meeting. Hearing none, Mr. De Santis made a motion, seconded by Mrs. Prew, to adjourn the meeting at 7:40 P.M. This was approved all voting aye.

The next regular meeting of the Board of Trustees will be held on April 19, 2016 at 6:30 PM.

Michael J. Frank  
Recording Secretary

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Robin Lair  
Secretary