



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting March 21, 2017

The Gloversville Public Library Board of Trustees held a meeting on March 21, 2017 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

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

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on February 21, 2017. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Ms. Dunn Brown made a motion, seconded by Mr. Clark, to approve the minutes of the meeting 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 February 2017 and the eight month period ending February 28, 2017. Mr. Frank informed the Trustees that our income for the year to date is up approximately \$73,700 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 \$31,100 from the prior year period primarily due to the higher salary expense related to raises given to the employees effective July 1, 2016 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. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Prew made a motion, seconded by Ms. Batchelor, to approve the Financial Report as presented. This was approved all voting aye.

Merry Dunn Brown

Lisa Buggeln

Craig Clark

Jay Ephraim

Robin Lair

Brian Mazza

Mr. Frank distributed the Warrants list for March 2017 numbered 848 through 875 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. Ms. Batchelor 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.

Christine Pesses

Mr. Clark informed the Trustees that the Finance Committee had not met since the last Trustee's meeting and would be scheduling another meeting following the Trustee's meeting in April 2017.

Wanda Prew

Mrs. LaPorta informed the Trustees that the Friend's pie sale orders are due in by this Saturday, March 25, 2017 and that the pies will be ready for pick up on April 12, 2017 at the Church of the Holy Spirit between 3 PM and 5:30 PM. Mrs. LaPorta also informed the Trustees that the Friends will be having their barbecue on May 19, 2017 with a rain date of May 20th. Mrs. LaPorta also informed the Trustee that a spaghetti dinner is planned for this fall and that the Colonial Little Theater had approved them having another fundraiser there later this year.

Ms. Madonna informed the Trustees that the temporary space on West Fulton Street was nearly done with just a few minor things needing attention. Ms. Madonna also informed the Trustees that the phone service in the temporary quarters needs to be established. Ms. Madonna also informed the Trustees that the bid packets would be going out next Monday with a request for bids back in three weeks with possible one or two week extensions. Ms. Madonna also informed the Trustees that we need to get a Haz Mat update before construction begins. Ms. Madonna also informed the Trustees that RFPs are out for bids to moving companies and that they are due back on March 24th at 5 PM. A special Trustees meeting is scheduled for Monday March 27th at 4:30 PM to review and award the bid to move the Library.

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Ms. Batchelor informed the Trustees that she and Mr. Frank had met with NBT's Regional President and their Senior Lender at the Library and that they were very enthusiastic about our plans and even offered us a 30 month line of credit during construction. The initial interest rate would be set at New York City prime minus ½% which would make our rate currently 3.25 %. The bank also informed us that they would waive the normal closing fee which would have been \$13,500. Mr. Frank concurred that this was a good rate for the Line of Credit and that we should appreciate the waiving of the closing cost. Ms. Batchelor also informed the Trustees that plans have been made to store various items of artwork and antiques during the renovation.

Mrs. Pesses presented the following Library Policy for the second reading by the Trustees, Support Organizations Policy. Mrs. Prew made a motion, seconded by Mr. Clark, to approve the Support Organizations Policy. This was approved all voting aye. Mrs. Pesses presented the following Library Policies for the first reading by the Trustees, The Behavior and Environment Policy and the Collection Development Policy. Minor spelling changes were recommended and approved. The Policies will be presented at the April meeting for approval.

Ms. Madonna informed the Trustees that she has interviewed two people for the Library Clerk position in the Adult Department and liked both of them Ms. Madonna also informed the Trustees that Bonnie Howard has informed her that she will request a leave of absence due to her current health issues. Ms. Madonna informed the Trustees that she feels that the future of this position is a Library Assistant rather than asking Civil Service to hold an exam for the Program Coordinator job title. It is too bad that time was wasting the position when the Library Assistant title already existed.

Ms. Dunn Brown informed the Trustees that she and Jean La Porta had helped Nicole and Linda with programming in the Adult Department. Any volunteers would still be appreciated.

Mr. Ephraim informed the Trustees that the Public Relations Committee had met and was ready to advertise the move to the temporary location on West Fulton Street. The Committee also is planning to keep the Public informed as construction progresses. Mr. Ephraim also informed the Trustees that he and others will be attending a webinar at the Schenectady County Public Library on April 6, 2017.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Trustee's meeting but that he expected a meeting soon with the loan closing coming up soon.

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. Dunn Brown informed the Trustees that she had visited the Lake Placid Library and that they do not charge fines for the late returns of books. The Trustees thought that this was interesting and will discuss further at a future meeting.

Ms. Madonna also reminded the Trustees that the MVLS Annual Dinner would be held this year on May 10th at the Hales Mills Country Club in Johnstown.

Ms. Dunn Brown made a motion to adjourn the meeting at 7:50 PM. This motion was seconded by Ms. Batchelor and approved all voting aye.

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

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary



Draft Minutes of the Gloversville Public Library Board of Trustees Special Meeting March 27, 2017

The Gloversville Public Library Board of Trustees held a meeting on March 27, 2017 in the Friend's Room at the Library, 58 E. Fulton Street, Gloversville, New York at 4:30 P.M.

The following trustees were present: Wanda Prew, Elizabeth Batchelor, Merry Dunn Brown, Jay Ephraim, Brian Mazza, Craig Clark, and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, and Karen Smith, Board member of the Gloversville Library Foundation, also attended the meeting. Robin Lair, Lisa Buggeln and Barbara Madonna were excused from the meeting.

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.

Mrs. Pesses informed the Trustees that the purpose of the meeting was to review and approve a bid for moving the Library materials from 58 E. Fulton Street to the temporary location at 34 West Fulton Street.

Mrs. Pesses informed the Trustees that we had received only one bid from the four requests sent out and that was from Schaap Moving in Albany, New York. Their bid was for \$38,000 for the move to the temporary location at 34 West Fulton Street. After reviewing their proposal and their list of other library moves performed, Ms. Batchelor made a motion, seconded by Mr. Mazza, to approve their bid of \$38,000.

Mrs. Pesses informed the Trustees that the Library would be closed from April 10th until April 24th in order for the moving company to complete the move.

Ms. Dunn Brown made a motion, seconded by Mrs. Prew, to adjourn the meeting at 4:55 PM. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary

Barbara Madonna
Library Director

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