



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting March 20, 2018

The Gloversville Public Library Board of Trustees held a meeting on March 20, 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, Craig Clark, Frank Carangelo, Merry Dunn Brown, Elizabeth Batchelor and Charles Reed. 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 and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. 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.

2017-2018
Board of Trustees

Mrs. Pesses introduced Wade Abbott and Eric Trahan from the Mohawk Valley Library System. Mr. Abbott reviewed his final report based on input and observations from Community Workshops held with different groups in our local service area. This effort was made to provide community input in the development of the Library's next three-year Plan of Service to begin with the moving back into the Library building later this fall. Mrs. Pesses thanked both of them for their time spent on this project.

Elizabeth Batchelor

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on February 20, 2018. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. Clark made a motion, seconded by Ms. Batchelor, to approve the minutes of the meeting of February 20, 2018 as presented. This motion was approved all voting aye.

Merry Dunn Brown

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of February 2018 and the eight-month period ending February 28, 2018. Mr. Frank informed the Trustees that our income for the eight-month period is up approximately \$200 from the same period of last year due primarily to the increase in Donations received through the Foundation of approximately \$5,300, being partially offset by lower Fines and Miscellaneous Income. Fine Income is down approximately \$1,700 and Miscellaneous Income is down approximately \$4,200 due to the extra income from the garage sale last year. Mr. Frank also reported that we had received our interest payment on our First Nonprofit Unemployment Reserve Account of \$520 for the calendar year ending December 31, 2017. Expenses for this year-to-date are up approximately \$18,600 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 and lower Computer and Automation Expense. The lower Computer and Automation Expense is due to the new Children's Room computers that were purchased in December of 2016. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Ms. Dunn Brown made a motion, seconded by Mr. Reed, to accept the Financial Report as presented. This was approved all voting aye.

Lisa Buggeln

Frank Carangelo

Craig Clark

Jay Ephraim

Brian Mazza

Christine Pesses

Charles Reed

Mr. Frank distributed the Warrants list for March 2018 numbered 1245 through 1275 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 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 the Gloversville Library Foundation did not need to draw on their Line of Credit with NBT Bank in March 2018 since the Library had received \$900,000 of the \$1,000,000 in Grant money from the NYS Office of Parks, Recreation and Historic Preservation (SHPO) Grant money for the renovation project.

Mrs. LaPorta informed the Trustees that The Friends of the Gloversville Public Library organization had sent the Scholarship information to the Gloversville High School and was waiting for applications from seniors. Mrs. LaPorta also informed the Trustees that the Friends newsletter would be out soon. Mrs. LaPorta also informed the Trustees that some members of the Friends are working on the Committee that is doing the planning for the Grand Reopening of the Library. Mrs. LaPorta also expressed her thanks for Ms. Madonna and Mrs. Hauser's help with the Art Show.

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Ms. Batchelor informed the Trustees that the renovation work is progressing and that the interior is really beginning to take shape. Tours can still be scheduled as conditions permit.

Ms. Madonna informed the Trustees that some Library Policies are being reviewed by the AD HOC Policy Committee and that they should be ready for the first reading at the April Trustees meeting.

Ms. Madonna informed the Trustees that she had received a first list for the Library Assistant position from Civil Service and had submitted Sally Fancher's name for approval. Ms. Madonna also informed the Trustees that a second list was received from the test and that Christine Prokopiak had been selected to fill Bonnie Howard's position.

Ms. Madonna also distributed a schedule of Events planned for April at the Library.

Ms. Dunn Brown informed the Trustees that Sally Fancher, Barbara Madonna and Nicole Hauser had done an excellent job with getting the Art Show together and that the show was still open at the Chamber of Commerce office Monday through Friday from 8 AM to 5 PM. Ms. Dunn Brown also informed the Trustees that an Advocacy table was present at the Art Show. Ms. Dunn Brown also informed the Trustees that Student Meetings will be held at Fulton Montgomery Community College as part of the information gathering for the Plan of Service, with the first one scheduled for April 12, 2018 from 12:30 to 2 PM.

Ms. Madonna informed the Trustees that Mrs. Hauser had submitted a Grant Application to the Stewarts Foundation and we were approved for \$600. Ms. Madonna also informed the Trustees that we were starting to use Mail Chip for our communications with patrons and other members of the public. Ms. Madonna also thanked the Friends for their support of the Art Show. Ms. Madonna also informed the Trustees that the MVLS annual dinner would be held on May 9, 2018. Ms. Madonna also informed the Trustees that in the two house state budget proposals the Assembly had approved the Library level of support at the 2017 level and that both houses had approved an increase of \$50 million for construction. On the Federal side, however IMSL (Institute of Museums Services and Libraries) funding is facing cuts by President Trump. It is important that we advocate at the Federal level as well as the state level because more than 75% of the State Library, Museum, Archive and Division of Library Development budgets are funded by this federal program.

Mrs. Pesses informed the Trustees that work on the Plan of Service would need to be done by October 2018.

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

Mrs. Pesses asked if there was any old business to come before the meeting. Ms. Madonna informed the Trustees that there were three positions open on the Board of Trustees that would be up for election in May. Mrs. Pesses asked if there was any new business to come before the meeting. Hearing none, a motion was made by Ms. Dunn Brown, seconded by Mr. Carangelo, to go into Executive Session at 8:19 PM. This was approved all voting aye. At 8:20 PM Mr. Reed made a motion to come out of Executive Session. This motion was seconded by Mr. Carangelo and approved all voting aye.

Ms. Batchelor made a motion seconded by Ms. Dunn Brown, to approve George Emden IV's request for a leave of absence starting on March 21st and continuing for five subsequent weeks This was approved all voting aye.

Mr. Carangelo made a motion to adjourn at 8:22 PM. This motion was seconded by Ms. Dunn Brown and approved all voting aye.

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

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary