



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

Draft Minutes of the Gloversville Public Library Board of Trustees Meeting March 19, 2019

The Gloversville Public Library Board of Trustees held a meeting on March 19, 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: Christine Pesses, Lisa Buggeln, Elizabeth Batchelor Merry Dunn Brown, Susan Shrader, Frank Carangelo, Charles Reed, Christian Rohrs and Craig Clark. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, and Nicole Hauser, Librarian I, also attended 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.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on February 19, 2019. 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. Dunn Brown, to approve the minutes of the meeting as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of February 2019 and the year-to-date period ending February 28, 2019. Mr. Frank informed the Trustees that our income for the year-to-date was up approximately \$28,000 from last year due primarily to the increase in the tax levy. Expenses for the year-to-date period thru February 28, 2019 are up approximately \$43,300 due to higher salaries and salary related benefits, higher Computer and Automation Services, higher Library Supplies, higher Insurance Expense and higher General Expense which have been offset by lower book and DVD purchases and 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 also informed the Trustees that our Heat Bills have been running considerably lower than when we were in the Building prior to the renovation work but that our Electricity Expense has been considerably higher. It appears that on a combined basis we are approximately on track to meet our budget expectations. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Reed made a motion, seconded by Ms. Buggeln, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for March 2019 numbered 1680 through 1713. In John Blackmon's absence the Trustees reviewed the Warrants. Ms. Buggeln made a motion, seconded by Mrs. Shrader, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This motion was approved all voting aye.

Mr. Frank informed the Trustees that with the receipt of the \$2,000,000 DASNY Grant he was able to pay back the Library's General Fund the remainder of the loan, \$485,000, for the renovation project. The General Fund has now been fully repaid for the funds loaned during construction.

In Mrs. La Porta's absence, Mrs. Pesses reminded the Trustees that the Friends were doing a pie sale again this year and that orders will be due by tomorrow March 20, 2019 and will be ready for pickup on April 5, 2019. Mrs. Pesses also informed the Trustees that the Friends will be hosting a spaghetti dinner on April 10, 2019 at the Italian Bistro. Mrs. Pesses also informed the Trustees that the Friends newsletter would be out in April 2019. Mrs. Pesses also informed the Trustees that the Friends are planning a fundraiser at the Colonial Little Theater in the fall of 2020. Mrs. Pesses also informed the Trustees that the Friends will be holding a Basket Raffle this fall.

Mr. Frank informed the Trustees that the Foundation had not met but that they had been able to pay down another \$205,000 on their line of credit with NBT Bank bringing the balance to \$1,795,000.

Mr. Carangelo informed the Trustees that the Building and Grounds Committee had met last week and had discussed various things that will need to be done outside the building now that Spring is on the way.

Mrs. Buggeln informed the Trustees that it appeared that some work needed to be done on the Claims Audit Policy and that changes to the Bylaws may also need to be updated. A Sexual Harassment Policy also needs to be updated.

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Mr. Reed informed the Trustees that the Program Committee had not met but that the staff have been working on Summer Programming with Ms. Madonna. Mr. Reed also reported that Story Time had been having very good attendance lately.

Ms. Dunn Brown informed the Trustees that the Public Relations Committee would be meeting next week and that they were working on several Advocacy locations including the Broadalbin Home Show, Kingsboro and Forest Hill Towers and the Estee Apartments. Ms. Dunn Brown also reported that the Public Relations Committee would be working on getting out the vote for May 7, 2019.

Ms. Madonna informed the Trustees that she would like to submit a Grant Application for Document Heritage of New York in conjunction with getting the History Room settled. Mrs. Shrader made a motion, seconded by Ms. Dunn brown, to approve applying for the Grant. This was approved all voting aye. Ms. Madonna also asked the Trustees to approve the purchase of a new Micro Film Machine. Mr. Rohrs made a motion, seconded by Mrs. Buggeln, to approve the purchase. This motion was approved all voting aye.

Mrs. Pesses informed the Trustees that the Plan of Service is being worked on with submitted goals being reviewed. Mrs. Pesses also asked that the Fines Topic be postponed until the April 2019 meeting. The Trustees agreed with this recommendation. Mrs. Pesses informed the Trustees that postcards will be mailed to potential voters discussing items of value to the public that the Library provides.

Mrs. Pesses informed the Trustees that Mr. Reed had been researching the history of the boxes of portraits depicting library leaders at the time of the original construction. Mr. Reed suggested that he put together a proposal for a future meeting as to what he feels should be done with them.

Mrs. Pesses asked if there was any new business to come before the meeting. Ms. Batchelor informed the Trustees that a map of Gloversville from 1888 had been donated to the Library and that we should find a place to hang it. All agreed. Ms. Madonna reviewed the \$500,000 Grant that we had applied for which required adding the equivalent of four full time members to our staff by December 31, 2018. Since we moved back in later than planned, she is not sure at this point if it is still available. She will be looking to add the additional people soon and then see if we can still get these funds. Mrs. Hauser informed the Trustees that a girl scout troop would like to sell girl scout cookies on the front steps. After some discussion Mr. Rohrs made a motion, seconded by Ms. Batchelor, to approve this request. This was approved all voting aye.

Mrs. Shrader made a motion to adjourn the meeting at 8 :20 PM. This motion was seconded by Mr. Rohrs and approved all voting aye.

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

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary