



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

May 20, 2014

The Gloversville Public Library Board of Trustees held a meeting on May 20, 2014 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: David Fisher, Vincent De Santis, Christine Pesses, Elizabeth Batchelor, Robin Lair, Jay Ephraim and Eleanor Brooks. Michael J. Frank, Treasurer and Recording Secretary, and Barbara J. Madonna, Director of the Gloversville Public Library, also attended the meeting. Craig Clark was excused from the meeting.

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

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

Mr. Fisher asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on April 15, 2014. Mr. Fisher 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. Batchelor, to approve the minutes as presented. This motion was approved all voting aye.

Mr. Fisher asked Mr. Frank to review the Treasurer's Report for the month of April 2014 and the fiscal year-to-date through April 30, 2014 with the Trustees. Mr. Frank informed the Trustees that our year-to-date income through April 30, 2014 is up approximately \$10,600 from last year due primarily to the increase in the Tax Levy, the increase in the interest and dividends from the Gloversville Library Foundation and the donations received as a pass through from the Foundation. Lower Medical Insurance Credit Refunds from the United States Treasury offset some of the Tax Levy increase, the increase in interest and dividends and the increase in donations since last year's figure included the two prior years of tax credits. Expenses this year are up approximately \$19,500 over the prior year due primarily to payroll and payroll related benefits and expenses. Mr. Frank asked if there were any questions or comments on the financials for the month of April 2014 or the year to date through April 30, 2014. Hearing none, Mrs. Brooks made a motion, seconded by Ms. Batchelor, to accept the Treasurer's Report as presented. This was approved all voting aye.

Ms. Madonna informed the Trustees that she had received a Draft copy of our Audit done by the Office of the State Comptroller. Ms. Madonna also informed the Trustees that she would be meeting with the auditor and her supervisor next Tuesday along with Mr. Fisher, Mr. Clark and Mr. Frank to review their report and to discuss a corrective action plan. The Finance Committee will meet following this meeting to review and recommend any changes needed to our policy and procedures.

Mr. Fisher informed the Trustees that there was no report from the Friends of the Gloversville Public Library this month.

Ms. Madonna informed the Trustees that a representative from the new contractor's company for the window replacement had been in and taken measurements and said that they would probably have the new windows by July and would begin installing them after Labor Day. Ms. Madonna also informed the Trustees that in conjunction with the Construction Documents it has been recommended that we get a Construction Manager on board for the project as soon as possible so that as we progress everything can be coordinated as the different phases of the project progress. The Trustees agreed that we should begin the interview process and hire someone for this position as soon as possible.

Ms. Madonna also informed the Trustees that Carson Block was here and has begun his work on the Technology planning that will be facing us as the construction progresses. A preliminary report from him is expected by the end of the week. Ms. Madonna also informed the Trustees that the benches that she ordered and the new wireless system are here but that notification about the grant that she wrote with the Division of Library Systems for those items and rehabilitation of 66 E. Fulton Street into a parking area had not been received yet. Ms. Madonna also informed the Trustees that the Friends of the Library had done cleanup and planted flowers around the Library building today.

Barbara Madonna
Library Director

2013-2014
Board of Trustees

Elizabeth Batchelor

Craig Clark

Vincent DeSantis

Jay Ephraim

David Fisher

Robin Lair

Hannah McAllister

Christine Pesses

Mrs. Pesses reviewed the progress of the Steering Committee since the last meeting. Mrs. Pesses informed the Trustees that Matthew Blumenfeld had been in contact with the Littauer Foundation again and they suggested a fall presentation to their full Board of Directors of our Master Renovation Plan. Mrs. Pesses also informed the Trustees that our total pledges are now over the 1 million dollar mark and that a newsletter will be sent out in early June.

Ms. Batchelor informed the Trustees that the AD HOC Policy Committee had not met since the last Trustees meeting.

Mrs. Lair informed the Trustees that Ms. Madonna's review was still on hold pending receipt of the rest of the Trustee's evaluation forms. Ms. Madonna informed the Trustees that she had interviewed one person from the Civil Service list and was hoping to hire her soon.

Mr. Ephraim informed the Trustees that there was a fantastic turn out for the "Gloversville Reads" program. Mr. Ephraim informed the Trustees that the book Mohawk was circulated 35 times at the Library. Mr. Ephraim also informed the Trustees that many additional programs are planned for the summer months at the Library.

Ms. Madonna informed the Trustees that there was no report from the PR Committee this month.

Ms. Madonna reminded the Trustees that our summer hours begin on June 1st with the Library open from 3 to 8 on Monday and 9 to 7 Tuesday through Friday. No Saturday hours until after Labor Day.

Mr. Fisher reminded the Trustees that Hannah McAllister had resigned, still waiting for it in writing, and that the Board would need to appoint a new Trustee to fill the vacancy until the 2015 election.

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

Mr. Fisher asked if there was any old business to come before the meeting. Mr. Frank informed the Trustees that we needed to certify the results of the election held on May 6, 2014. Ms. Madonna presented a resolution to certify the 2014 Trustee election results. Mrs. Pesses made a motion, seconded by Mr. De Santis, to accept the results of the election and budget appropriation for the 2014-2015 fiscal year. This was approved all voting aye.

Mr. Fisher asked if there was any new business to come before the meeting. Nothing was brought up at this time.

Ms. Batchelor made a motion, seconded by Mr. De Santis, to adjourn the meeting at 7:50 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on June 17, 2014 at 6:30 PM.

Michael J. Frank
Recording Secretary

Christine Pesses
Secretary