



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

May 15, 2018

The Gloversville Public Library Board of Trustees held a meeting on May 15, 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, Lisa Buggeln, Charles Reed and Brian Mazza. 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, John Blackmon, Claims Auditor for the Gloversville Public Library, and Christian Rohrs, Trustee Elect, 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 April 17, 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 Mr. Reed, to approve the minutes of the meeting of April 17, 2018 as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of April 2018 and the ten-month period ending April 30, 2018. Mr. Frank informed the Trustees that our income for the ten-month period is down approximately \$5,700 from the same period of last year due primarily to the lower Fines and Miscellaneous Income. Fine Income is down approximately \$1,500 and Miscellaneous Income is down approximately \$4,200 due to the extra income from the garage sale last year. Expenses for this year-to-date are up approximately \$10,600 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, lower Maintenance and Repairs 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 the fiscal year ending June 30, 2017. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Buggeln made a motion, seconded by Mr. Mazza, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for May 2018 numbered 1311 through 1347 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. Buggeln made a motion, seconded by Ms. Batchelor, 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. Clark informed the Trustees that the Foundation had borrowed an additional \$50,000 and passed it up to the Library in order for the Library to pay back monies borrowed from the General Fund in order to pay bills due in May 2018.

Mr. Frank informed the Trustees that the Gloversville Library Foundation needed to draw on their Line of Credit with NBT Bank in May 2018, \$450,000 to pass up to the Library to cover Construction Bills that needed to be paid in May 2018 and to pay back part of the borrowed General Funds. This draw on their Line of Credit brings the outstanding amount up to \$1,150,000.

Mrs. LaPorta informed the Trustees that The Friends of the Gloversville Public Library organization had received five essays for the Scholarship from the Gloversville High School and are currently reviewing them. Mrs. LaPorta also informed the Trustees that the Friends will be voting on their Bylaw changes at their September meeting which includes a reduction in the number of meeting to be held each year. Mrs. LaPorta also informed the Trustees that the Friends will be helping Nicole Hauser with summer programming for the Library. Mrs. LaPorta also congratulated the Trustees on a successful vote on May 1, 2018.

Ms. Batchelor informed the Trustees that the towers at the Library Building are coming along well and that the elevator will be installed in approximately two months and will be assembled here on site. Ms. Batchelor also informed the Trustees that there have been some issues with the stonework over the front door that is trying to be rectified. The inside of the building is also coming along very nicely.

Barbara Madonna
Library Director

2017-2018
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Jay Ephraim

Brian Mazza

Christine Pesses

Charles Reed

Mrs. Pesses informed the Trustees that an RFP was sent out for the installation of a Hearing Loop and sound system along with a projector, screen and assistive hearing devices in the Carnegie Room. Two bids were received, though only one included both the hearing loop and additional equipment. Mrs. Pesses reviewed the various costs involved and recommended that we do the complete package if possible at a cost of \$40,000. Ms. Batchelor informed the Trustees that we had already received a sizeable donation for the project and two other meeting attendees said they would contribute also to make this possible. Mrs. Buggeln made a motion to approve awarding the contract to Metro Sound Pro for the amount of up to \$40,000. Ms. Dunn Brown seconded the motion and it was approved with a vote of 7 in favor and 1 abstention.

Mrs. Pesses informed the Trustee that the AD HOC Steering Committee had not met since the last meeting but that a meeting is planned as soon as the Library Foundation has a meeting which should be in early June.

Mrs. Pesses asked the Trustees if the second reading of the following policies could be tabled until the June meeting: The Internet and Computer Policy, The Whistleblower Policy, The Conflict of Interest Policy and The Tutoring Policy. Mr. Clark made a motion, seconded by Mr. Mazza, to table this vote until the June meeting. This was approved all voting aye.

Ms. Madonna informed the Trustees that the Civil Service test for the Senior Library Clerk was given last Saturday and several current employees took the test. Ms. Madonna asked the Trustees if they would approve funding this full-time position. Mr. Mazza made a motion, seconded by Ms. Batchelor, to approve funding this position. This motion was approved all voting aye.

Ms. Dunn Brown informed the Trustees that a program on the Glove Industry in Gloversville would be held at the Library tomorrow. Ms. Madonna also distributed a schedule of Events planned for June at the Library.

Ms. Dunn Brown informed the Trustees that Sally Fancher and Jameson Duros (Sonny) had been to two Advocacy opportunities meetings at the Mayfield School and the YMCA Health Fair respectively, while volunteers from the Advocacy Committee attended the Farmer's Market in Gloversville and that another event is scheduled for May 22nd at the Johnstown Senior Center.

Ms. Madonna thanked the Friends of the Library for helping with getting out the vote and said that she has asked Wade Abbott for input on getting out the vote for future elections of directors and budget appropriations. Ms. Madonna also informed the Trustees that the Library had received the MVLS award for Sally Fancher's traveling story time program. This award was \$500 for the Library.

Mrs. Pesses informed the Trustees that a Focus Plan of Service Group meeting to review and discuss the results of the past year's focus groups will be held at the Gloversville Senior Center from 4:30 PM to 6:30 PM on June 12, 2018. Mrs. Pesses also informed the Trustees that The Foundation for Mohawk Valley Libraries will be holding an annual meeting with a program entitled "Communications Across Barriers" at the Schenectady Public Library on June 6th from 6 PM to 7 PM

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Board meeting but will probably meet in June. A Finance Committee meeting is also scheduled for next Wednesday.

Mrs. Pesses asked if there was any old business to come before the meeting. Ms. Madonna informed the Trustees that we needed to certify the election results which were:

Proposition to increase the Tax Levy by \$30,000 to \$423,695 – 169 Yes – 115 No

5 Year Term – Susan Shrader

1 Year Term – Charles "Ren" Reed

1 Year Term – Christian W. Rohrs

Ms. Dunn Brown made a motion to certify the election results as stated above. This motion was seconded by Mrs. Buggeln and approved all voting aye.

Mrs. Pesses asked if there was any new business to come before the meeting. Hearing none, Mr. Mazza made a motion to adjourn the meeting at 7:45 PM. This motion was seconded by Mr. Carangelo and approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday June 19, 2018 at 6:30 PM.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary