



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

May 21, 2019

The Gloversville Public Library Board of Trustees held a meeting on May 21, 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, Christian Rohrs, Frank Carangelo, Charles Reed and Craig Clark. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nicole Hauser, Librarian I, and John Blackmon, Claims Auditor for the Gloversville Public Library also attended the meeting. Susan Shrader and Merry Dunn Brown were excused from the meeting.

Mrs. Pesses, President of the Board of Trustees, opened the regular 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 16, 2019. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. Reed made a motion, seconded by Ms. Batchelor, 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 April 2019 and the year-to-date period ending April 30, 2019. Mr. Frank informed the Trustees that our income for the year-to-date was up approximately \$29,000 from last year due primarily to the increase in the tax levy. Expenses for the year-to-date period thru April 30, 2019 are up approximately \$74,500 due to higher salaries and salary related benefits, higher Computer and Automation Services, higher Library Supplies, higher Insurance Expense, higher Utilities, higher Maintenance and Repairs and higher General Expense which have been offset by 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 asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Rohrs made a motion, seconded by Mr. Carangelo, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for May 2019 numbered 1750 through 1780 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.

In Mrs. La Porta's absence Mrs. Pesses updated the Trustees on the happenings and plans of the Friends of the Library. Mrs. Pesses informed the Trustees that the Friends newsletter had been sent out, that the Friends would be having a chicken barbeque fundraiser on September 20th, a basket raffle on October 26th and a fundraiser at the Colonial Little Theatre in April 2020.

Mr. Frank informed the Trustees that the Foundation had not met since the last Library Trustees meeting but that a meeting will probably be scheduled in June.

Mr. Carangelo informed the Trustees that the Building and Grounds Committee had met in May and had reviewed the manuals for the heating and cooling systems regarding maintenance and seasonal things that will need to be done. Mr. Carangelo also informed the Trustees that the pigeon problem is back and that the only solution is netting to keep them from roosting. Mr. Carangelo also informed the Trustees that the track lights in the Carnegie room need to be adjusted so that they don't shine right in the eyes of the performers. Mr. Carangelo also informed the Trustees that as far as groundskeeping we need more mulch around the grounds outside of the Library building. Mr. Rohrs volunteered to do the spreading of the mulch. Mr. Carangelo also informed the Trustees that the Fire Department had done their yearly inspection and pointed out some issues needing attention.

Mrs. Buggeln informed the Trustees that there was no meeting of the AD HOC Policy Committee since the last Trustee's meeting.

Mrs. Pesses informed the Trustees that the Outreach Committee had met and that they had planned four things for outreach to the Community and that each member of the Committee would be taking charge of an event. Mrs. Pesses informed the Trustees that the Chamber of Commerce had inquired about having a Business after Hours at the Library. After considerable discussion it was decided not to do this event.

Ms. Madonna informed the Trustees that she had hired two new employees for the Library and that one was a no show and the other one is starting on Thursday this week.

Mr. Reed informed the Trustees that the Program Committee had not met since the last Trustee's meeting. Mr. Reed informed the Trustees that the Committee had decided to have the staff program committee meet three times a year. Mr. Reed also informed the Trustees that the Summer Programming will be busy.

Mrs. Pesses reported that the Public Relations Committee had not met since the last Trustee's meeting.

Ms. Madonna informed the Trustees that the History Room Grant had been approved and needs to be executed by December 2019. Ms. Madonna also informed the Trustees that she and Ms. Hauser had attended a Disaster Plan Meeting today. Ms. Madonna also informed the Trustees that she has our Insurance Agent, NBT Bank, checking to see if we can get our Building and Contents Insurance on a fiscal year to match our budget year which would make our doing the budget more accurate for the year.

Mrs. Pesses informed the Trustees that the Plan of Service Draft is being reviewed and will be ready to be approved soon. Mrs. Pesses also informed the Trustees that the Budget Appropriation had passed and wanted to thank everyone who helped get out the vote.

Mrs. Pesses asked if there was any old business to come before the meeting. Mr. Reed informed the Trustees that he would be checking with Warren Green to see if he could get the old photos of the men that have been discussed at previous meetings into a folio if possible. A discussion regarding the Library going fine free continued from previous meetings. It was felt that more time was needed as far as making a decision on this topic.

Mrs. Pesses asked if there was any new business to come before the meeting. Mrs. Pesses read a letter of Resignation from Ms. Batchelor effective immediately. The Trustees agreed to accept this letter with regret. Mrs. Pesses also informed the Trustees that she had another letter of resignation from Mrs. Buggeln to be effective June 30, 2019. The Trustees also agreed to accept this with regret. Ms. Madonna also informed the Trustees that we needed to certify the election results. Ms. Madonna informed the Trustees that the Proposition to increase the Tax Levy to \$453,695 passed with yes votes of 163 to no votes of 79. Mr. Reed and Mr. Rohrs also were reelected to their seats on the Board of Trustees. Mr. Clark made a motion to accept the election results. Mrs. Buggeln seconded this motion and it was approved all voting aye.

Mr. Carangelo made a motion to go into Executive Session at 8:29 PM. This was seconded by Mr. Reed and approved all voting aye. Mr. Clark made a motion to come out of Executive Session at 8:39 PM. This was seconded by Mr. Reed with all voting aye.

Mr. Reed made a motion to adjourn the meeting at 8 :40 PM. This motion was seconded by Mrs. Buggeln and approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday June 18, 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