



Barbara Madonna
Library Director

20152016
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Craig Clark

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Robin Lair

Christine Pesses

Wanda Prew

Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

November 17, 2015

The Gloversville Public Library Board of Trustees held a meeting on November 17, 2015 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Patricia Donovan, Vincent De Santis, Robin Lair, Jay Ephraim, Elizabeth Batchelor, Merry Dunn Brown, Wanda Prew and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, John Blackmon, Claims Auditor for the Gloversville Public Library, and Stephanie Bollen, a member of the Alumni Fundraising Capital Campaign Committee, also attended the meeting. Craig Clark was excused from the meeting.

Ms. Dunn Brown, Vice-President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Ms. Dunn Brown asked if there was anything anyone from the public wished to present at this time. Hearing nothing, the regular meeting was convened.

Ms. Dunn Brown asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on October 20, 2015 and the minutes of the Special Meeting of the Trustees held on November 4, 2015. Ms. Dunn Brown asked if there were any corrections or additions to the minutes of the meetings as presented. Hearing none, Mr. De Santis made a motion, seconded by Ms. Batchelor, to approve the minutes of both meetings as presented. This motion was approved all voting aye.

Ms. Dunn Brown asked Mr. Frank to review the Treasurer's Report for the month of October 2015 and the fiscal year to date period through October 31, 2015 with the Trustees. Mr. Frank informed the Trustees that our income for the first four months of the year is up approximately \$12,800 from the same period of last year due primarily to receiving the \$10,000 from the Friends of the Gloversville Public Library, Inc. earlier this year than last year. Income this year is also higher due to higher interest and dividends from the Foundation this year of approximately \$1,000. Expenses this year are down approximately \$4,500 from the prior year period primarily due to lower total salaries of approximately \$3,800 due to an unplanned retirement and lower professional fees. These decreases were partially offset by higher insurance expense. Mr. Frank asked if there were any questions or comments on the financials for the month of October 2015 and the fiscal year to date period ending October 31, 2015. Hearing none, Mr. De Santis made a motion, seconded by Mrs. Donovan, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for November 2015 numbered 419 through 446 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. Pesses made a motion, seconded by Mr. De Santis, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Ms. Madonna reviewed the need for the Board of Trustees to pass an override resolution for our Tax Levy request for next year's budget in case we need to go over the State Imposed Limit. Mr. Frank read the resolution to the Board. Mrs. Pesses made a motion, seconded by Mrs. Donovan, to approve the resolution as presented. This was approved all voting aye.

Ms. Madonna, Mrs. Pesses and Mr. Frank reviewed the progress that the Finance Committee had made on preparing a budget for the fiscal year 2016-2017. Ms. Madonna explained that the Committee had prepared the budget projection assuming everything with the Library operations would remain the same for this fiscal year. No expenses related to moving out of the building or anything else related to the renovation was included in the budget as it is too early to know just when that will start there are also line items in the renovation budget for temporary quarters. Total expenses were budgeted at approximately \$505,000 with a 2% salary increase for staff and a \$2,000 increase for the Library Director. Most operating overhead expenses were projected to remain the same as the current year. Trustees will need to approve the expense budget at the December meeting.

Ms. Madonna informed the Trustees that a report from the Friends of the Library had been emailed to the Trustees.

Ms. Madonna informed the Trustees that Don Blanchard was no longer doing snow removal and that we would need to look for another outfit to not only plow and snow blow the walks but remove snow from the parking lot if it got to where it was taking up too many parking spots.

Mrs. Pesses distributed copies of a report from the Steering Committee. Mrs. Pesses and Ms. Batchelor reviewed the report with the Trustees and informed them that a meeting would be held at 4 PM on November 19, 2015 to review the improvement awareness issues of the renovation plan and to help with identifying the "yes" people going forward with the vote for Library funding.

Ms. Madonna asked the Trustees if anyone had any additional comments or changes to be made to the Collection Development Policy before it was presented for a vote. Mrs. Pesses made a motion, seconded by Mrs. Lair, to approve the Collection Development Policy as presented. This was approved all voting aye.

Ms. Madonna informed the Trustees that Sally Fancher has been named the new Head of Children's Services and Linda Conroy has been made full time Library Clerk. With these changes Shari Peto is now working mornings and Linda Callahan is working Tuesdays 3:30 PM to 7:00 PM.

Ms. Madonna informed the Trustees that she had noticed that there was nothing in the Employee Handbook regarding a maternity policy. The Personnel Committee will address this and present their thoughts on it to the Trustees.

Mr. Ephraim informed the Trustees that he had attended a program entitled "Branding the Library" put on by Mohawk Valley Library System. Mr. Madonna informed the Trustees that MVLS has received grant money to be used to encourage reading to young children before Kindergarten. MVLS has given 5 bags to each member library containing 10 books to be loaned out for reading to young children. The Trustees thought this was a great idea and felt that we should consider adding some bags of our own.

Ms. Madonna informed the Trustees that Mr. Clark would like to have a Public Relations Committee meeting on December 3rd at 4:15 PM.

Ms. Madonna informed the Trustees that she had nothing else to report at this time.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Library Trustees meeting but that a meeting was scheduled for December 10th at 4 PM.

Ms. Madonna distributed an updated Plan of Service for 2015-2016 prepared by Mr. Clark. It was noted that the numbers on the front page needed to be updated.

Ms. Dunn Brown asked if there was any old business to come before the meeting. Hearing none, Ms. Dunn Brown asked if there was any new business to come before the meeting. Ms. Madonna informed the Trustees that a meeting would be held at the Library on December 2nd at 4:30 PM with Paul Mayes to review the current status of the renovation project designs, etc. A special meeting will also be scheduled in January for all three boards to attend regarding the most current updates to the Master Renovation Plan.

Mrs. Pesses made a motion, seconded by Mrs. Prew, to adjourn the meeting at 7:45 PM. This was approved all voting aye.

The next regular meeting of the Board of Trustees will be held on December 15, 2015 at 6:30 PM.

Michael J. Frank
Recording Secretary

Robin Lair
Secretary