



Barbara Madonna
Library Director

2017-2018
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Jay Ephraim

Robin Lair

Brian Mazza

Christine Pesses

Minutes of the Gloversville Public Library Board of Trustees Meeting

November 21, 2017

The Gloversville Public Library Board of Trustees held a meeting on November 21, 2017 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: Lisa Buggeln, Brian Mazza, Craig Clark, Frank Carangelo, Robin Lair, Merry Dunn Brown, Elizabeth Batchelor and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nancy Krawczeski, Vice-President of the Friends of the Gloversville Public Library and John Blackmon, Claims Auditor for the Gloversville Public Library, 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 at this point.

Mrs. Pesses informed the Trustees that she had received a Letter of Resignation from Jay Ephraim. Mr. Clark made a motion, seconded by Ms. Batchelor, to accept this resignation with regret. This motion was approved all voting aye.

At this point in the meeting Mrs. Pesses introduced Wade Abbott, Communications and Community Engagement Specialist from Mohawk Valley Library System. Mr. Abbott reviewed his handout with the Trustees that he prepared after doing five Community Workshops with various groups in Gloversville. The Trustees thanked him for his analysis on the various comments from these meetings. These workshops will be the basis of the Library's new Plan of Service, which MVLS is assisting with developing.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on October 17, 2017. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Buggeln made a motion, seconded by Mrs. Lair, 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 October 2017 and the four month period ending October 31, 2017. Mr. Frank informed the Trustees that our income for the four month period is up approximately \$23,600 from last year due primarily to the increase in the income received from the Gloversville Library Foundation and the \$10,000 received from the Friends of the Gloversville Public Library earlier this year. Mr. Frank explained that the Foundation had passed up all the income from the investment portfolio that was budgeted for the 2017-2018 budget year in July 2017. The Friends of the Gloversville Public Library also have given the Library their budget amount of \$10,000 this year which is earlier than last year. Expenses for this year-to-date are up approximately \$8,400 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 and Utilities this year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Mazza made a motion, seconded by Ms. Dunn Brown, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for November 2017 numbered 1098 through 1139 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. Mr. Clark made a motion, seconded by Mr. Mazza, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Mrs. Pesses informed the Trustees that our annual audit performed by Philip Beckett, CPA came back with a clean report and that Ms. Madonna would e mail everyone a copy for their review.

Mr. Clark informed the Trustees that the Finance Committee would be meeting next Tuesday, November 28, 2017, at 4:30 PM to continue their work on the budget for the fiscal year ending June 30, 2019.

Ms. Krawczeski informed the Trustees that the Friends fundraiser on October 12, 2017 at the Colonial Little Theater raised \$5,333.50 this year. Ms. Krawczeski also informed the Trustees that during Friend's week in October the Friends presented a "Basket of Books" to the first baby born at Nathan Littauer Hospital and hosted a Staff and Patron recognition day on Friday October 20, 2017 with cookies and other goodies. Ms. Krawczeski also informed the Trustees that the Friends are working on a goal of increasing membership. Ms. Krawczeski also informed the Trustees that an anonymous gift has been given to give each child in the Pre-K classes to Second Grade classes in the Gloversville School System a present of a book for Christmas. The Friends will be wrapping these gifts. Ms. Krawczeski also informed the Trustees that the Friends will be decorating the Library on the Monday after Thanksgiving.

Ms. Madonna informed the Trustees that it was time to renew our lease with CRG which currently expires on December 1, 2017. Ms. Madonna informed the Trustees that our option is to renew for another six months at this time with no increase in the amount which currently is \$5,000 per month. Mrs. Lair made a motion, seconded by Mrs. Buggeln, to approve the renewing of our lease with CRG for six additional months beginning on December 1, 2017. This was approved all voting aye.

Ms. Batchelor informed the Trustees that the Construction Manager has reported that the Construction Companies are currently working well together and that furniture shopping will take place next week.

Ms. Batchelor informed the Trustees that there was no report from the AD HOC Steering Committee but that a newsletter was being prepared to go out soon.

Mrs. Buggeln presented the following Policies for their second reading as reviewed by the AD HOC Policy Committee, with changes noted: Donations, Bequests and Gifts Policy and the Patron Borrowing Policy. With no additional changes noted, Mrs. Lair made a motion, seconded by Ms. Batchelor, to approve these polices as presented. This motion was approved all voting aye. Mr. Clark also presented the following Policies for their first reading as reviewed by the AD HOC Policy Committee with changes noted: Behavior and Environmental Policy, Personnel Policy, Meeting Room Policy, Harassment Policy and Homebound Services Policy. Some Changes were noted and will be changed before the second reading at the December 2017 Trustee's meeting.

Ms. Madonna informed the Trustees that she had hired Kathy Van Volkenburg for the Account Clerk/Typist position for the Library. She will be working approximately three hours per week or about twelve hours per month to start. Ms. Madonna also informed the Trustees that she had hired Sally Ostrander for the Library Clerk position and that she will be working approximately seven hours a week. Ms. Madonna also informed the Trustees that the deadline for the Library Assistant Civil Service test was October 31, 2017 but that she had not received a list from Civil Service yet. Ms. Madonna also informed the Trustees of a possible Conflict of Interest involving herself as Butler Rowland Mays Architects has asked her to consider consulting with other Libraries on renovation plans. The Board voiced no objection.

Ms. Madonna informed the Trustees that we currently have an Erie Canal Exhibit and Program here with posters in the hallway outside the meeting room. Ms. Madonna also distributed a schedule of Events planned for December at the Library.

Mrs. Lair informed the Trustees that the Public Relations Committee had a table at the Gloversville Middle School for Soroptimist annual craft show last Sunday and gave out 100 bookmarks as part of our continuing work on Advocacy Events for the Library.

Ms. Madonna informed the Trustees that she had nothing else for her Director's report.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Library Trustee's meeting but that a meeting is being planned for December.

Mrs. Pesses informed the Trustees that she had nothing else for her President's report.

Mrs. Pesses asked if there was any old business to come before the meeting. Hearing none, Mrs. Pesses asked if there was any new business to come before the meeting. Mr. Frank reviewed the current status of our Construction Fund balance. Mr. Frank informed the Trustees that we only have approximately \$12,000 left in our Construction Account and that the Foundation has approximately \$45,000 in the Capital Campaign Account available to pass up. Mr. Frank informed the Trustees that we currently have approximately \$567,000 in our General Fund Money Market Account and was proposing that we approve borrowing up to \$500,000 of these funds for the Building Renovations until some Grant Money comes in and in order to keep the Foundation from borrowing funds until they need to for the project. By having the Library borrow its own money, any grants that come in can be used as reimbursement. Any money borrowed from the Foundation's line of credit cannot be paid back with grant funds obtained by the Library. A motion was made by Mrs. Buggeln, seconded by Mr. Mazza, to approve borrowing up to \$500,000 from the General Fund for the Construction Account on a temporary basis pending receiving Grant Money or other funds from the Gloversville Library Foundation's borrowing for the project. This was approved all voting aye.

A motion was made by Mrs. Buggeln, seconded by Mrs. Lair, to adjourn the meeting at 8:20 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday December 19, 2017 at 6:30 PM.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary