



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting November 20, 2018

The Gloversville Public Library Board of Trustees held a meeting on November 20, 2018 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, Susan Shrader, Frank Carangelo, Lisa Buggeln, Charles Reed, Elizabeth Batchelor, Merry Dunn Brown 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. Christian Rohrs was excused from 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. Ms. Madonna informed the Trustees that the Amsterdam Public Library had sent a letter of appreciation for the wonderful job the Trustees and others had done with the restoration work on the Library building.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on October 16, 2018 and the Special Meeting of the Trustees held on November 6, 2018. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meetings as presented. Hearing none, Mr. Reed made a motion, seconded by Mr. Carangelo, to approve the minutes of the meetings as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of October 2018 and the year-to-date period thru October 31, 2018. Mr. Frank informed the Trustees that our income for the year-to-date was up approximately \$411,600 from last year due primarily to receiving our tax levy money in October this year. This money was not received until November in the last fiscal year. This was slightly offset by not getting the \$10,000 from the Friends of the Library yet this year. Expenses for the year-to-date period thru October 31, 2018 are up approximately \$4,100 due to higher salaries and salary related benefits which have been offset by lower book and DVD purchases in the current year due primarily to the time involved with moving back into the Library building. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Shrader 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 2018 numbered 1529 through 1568 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. Reed made a motion, seconded by Ms. Dunn Brown, to approve the Warrants and to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This motion was approved all voting aye.

Mr. Frank informed the Trustees that the Gloversville Library Foundation had to draw \$410,000 on their Line of Credit with NBT Bank in November 2018. The Foundation subsequently passed these funds up to the Library to cover construction bills approved in November 2018. The Line of Credit balance that the Foundation currently owes to NBT Bank is \$2,975,000. The Line Limit is \$3,000,000.

Ms. Madonna informed the Trustees that we needed to pass a resolution approving the overriding of the tax cap as part of our budget planning for next year in case it becomes necessary to do it in preparing the budget. Mr. Clark made a motion, seconded by Ms. Batchelor approving the Library overriding the tax cap as part of the 2019-2020 Budget. This was approved all voting aye.

Mr. Frank reviewed the Library's 990 Tax Return with the Trustees. Ms. Batchelor made a motion, seconded by Mrs. Schrader, to approve the filing of the 990 tax return with the Internal Revenue Service. This was approved all voting aye.

Mr. Frank informed the Trustees that our annual audit had been completed by Philip Beckett CPA with just a few comments. Ms. Madonna will send out a copy of these comments for review at the December Trustee's meeting.

In Mrs. La Porta's absence, Mrs. Pesses read a report from the Friends prepared by Mrs. La Porta. This report included the following: The Friends held a meeting on November 1st at the Library and were thrilled "to be back" in the Library Building. The Membership Drive is continuing and renewals are coming in

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

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regularly. The Tee Shirt and Tote Bag sale netted a small profit. The Newsletter should be coming out in December with focus on the Grand Reopening of the Library with photos included. The Friends will be decorating the Library for the Christmas season on November 26th at 10 AM. The Friends approved payment of \$10,000 to the Library for the current operating budget. Planning for fundraising in 2019 is underway.

Mr. Carangelo reviewed the snow removal situation with the Trustees. After considerable discussion, it was decided that Ms. Madonna would contact James Esper to see if he would be willing to take care of it until we had a chance to put it out for bids.

Mrs. Buggeln informed the Trustees that the Grand Reopening on November 11, 2018 went very well. Mrs. Pesses thanked her for the excellent job done with all the planning that was needed.

Mrs. Buggeln informed the Trustees that no AD HOC Policy Committee meeting has been held since the last Trustee's meeting.

Mrs. Buggeln informed the Trustees that no Personnel Committee meeting has been held since the last Trustee's meeting.

Mr. Reed informed the Trustees that no meeting of the Program Committee had been held since the last Trustee's meeting.

Ms. Dunn Brown informed the Trustees that an Advocacy table was set up Sunday at the Soroptimists Fair at the Gloversville High School. Another meeting of the Public Relations Committee is planned for December.

Ms. Madonna informed the Trustees that the Wi Fi count on the October report should be 25 higher than reported due to the move. Ms. Madonna also reported that she and the staff were getting settled in to the building with some things still needing to be completed by the contractors. Ms. Madonna also informed the Trustees that she and the Finance Committee would need to meet soon to begin working on the budget for the fiscal year ending June 30, 2020. Ms. Madonna also informed the Trustees that the garage sale was successful with the funds received being earmarked as restoration funds for future projects.

Mrs. Pesses discussed the Library's need to work on getting our Plan of Service completed. Mrs. Pesses felt that each of the Committees should discuss their goals and be prepared to review them with the full Board of Trustees.

Mr. Frank informed the Trustees that the Foundation had not met since the last Trustee's meeting but that a Finance Committee meeting will be held soon and the Annual Meeting should be held in December.

Mrs. Pesses asked if there was any old business to come before the meeting. Mrs. Shrader informed the Trustees that the Children's Story Time held last Thursday had 17 children in attendance. Mrs. Pesses asked if there was any new business to come before the meeting. Ms. Dunn Brown commented that she felt that the speakers at the Grand Reopening were wonderful. The Trustees all agreed.

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

The next meeting of the Board of Trustees will be held on Tuesday December 18, 2018 at 6:30 PM. at the Library Building at 58 East Fulton Street.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary