



## Draft Minutes of the Groversville Public Library Board of Trustees Meeting

October 20, 2015

The Groversville Public Library Board of Trustees held a meeting on October 20, 2015 in the Reading Room at the Library, 58 E. Fulton Street, Groversville, New York at 6:30 P.M.

The following trustees were present: Patricia Donovan, Vincent De Santis, Robin Lair, Craig Clark, Wanda Prew and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Groversville Public Library, and Nancy Krawczeski, Vice-President of the Friends of the Groversville Public Library, also attended the meeting. Jay Ephraim, Elizabeth Batchelor and Merry Dunn Brown were excused from the meeting.

Mr. Clark, President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

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

Mr. Clark asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on September 15 2015. Mr. Clark asked if there were any corrections or additions to the minutes of the meeting as presented. Mrs. Prew made a motion, seconded by Mrs. Donovan, to approve the minutes with corrections noted. This motion was approved all voting aye.

Mr. Clark asked Mr. Frank to review the Treasurer's Report for the month of September 2015 and the fiscal year to date period through September 30, 2015 with the Trustees. Mr. Frank informed the Trustees that our income for the first three months of the year is up approximately \$13,400 from the same period of last year due primarily to receiving the \$10,000 from the Friends of the Groversville Public Library, Inc. earlier this year than last year. Income this year is also higher due to higher Interest and Dividends and donations received from the Foundation this year of approximately \$2,400. Expenses this year are up approximately \$5,100 from the prior year period primarily due to higher General Insurance expense. This expense has been partially offset by lower full time salaries due to an unplanned retirement, position not filled yet. Mr. Frank asked if there were any questions or comments on the financials for the month of September 2015 and the fiscal year to date period ending September 30, 2015. Hearing none, Mr. De Santis made a motion, seconded by Mrs. Pesses, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Frank reviewed the Library's tax return for the year ending June 30, 2015 with the Trustees. Mr. Frank informed the Trustees that our Medical Insurance rebate from the Internal Revenue Service will be approximately \$2,100 higher than our budgeted amount this year due to the Internal Revenue Service raising the credit from 25% to 35% for this year. Mr. De Santis made a motion, seconded by Mrs. Prew, to approve the filing of the Library's tax return for the year ending June 30, 2015. This was approved all voting aye.

Mr. Frank distributed the Warrants list for October 2015 numbered 392 through 418 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Groversville Public Library and recommended payment of same. Mrs. Pesses made a motion, seconded by Mrs. Donovan, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Ms. Madonna reviewed the changes made to the Library's Health Insurance Plan by C D P H P for the current year with the Trustees. Two years ago our plan gave each participant a \$2,000 allotment for reimbursements for copays, etc for the fiscal year. Last year this was cut to \$1,500 by C D P H P but the Library was able to have Jaeger and Flynn provide an additional \$500 for copays for each participant tax free. This year C D P H P has reduced this allotment to \$1,125. Jaeger & Flynn has informed us that if we want to keep the total allotment at \$2,000 the \$375 between the \$1,125 and the \$1,500 would be taxable income to the employee. After that was used the remaining \$500 would be treated the same as last year for copays and not taxable income. Another option would be to establish Health Savings Accounts for each participant and eliminate this portion of the insurance plan. If we choose the HAS every employee would receive the same deposit, regardless of how much of the \$1,125 that they had used year to date. The employees are comfortable with the taxable reimbursement for this fiscal year. Mr. Frank recommended that we should go with the taxable reimbursement for any participant that exceeded the \$1,125 since we were well into this budget year and use the Health Savings Accounts in preparing the 2016-2017 Budget. The Trustees agreed with this recommendation.

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

Ms. Krawczeski informed the Trustees that the 22 baskets that had been donated for this year's fundraiser raffle will be drawn on Friday at 4:00 PM. Tickets for the baskets will be able to be purchased at the front desk of the Library until the drawing. Ms. Krawczeski also informed the Trustees that the chicken barbeque made \$1,002.50. Ms. Krawczeski also reminded the Trustees that a wreath making fundraiser is scheduled for November 18, 2015 with limited space for the class. The cost of the class is \$20 per person. Ms. Krawczeski informed the Trustees that a basket of books and other items will be given to the first baby born at Nathan Littauer Hospital during National Library Week. Ms. Krawczeski also informed the Trustees that the Friends will be sponsoring a scavenger hunt at the Library on Saturday with a drawing for a book at noon. Ms. Krawczeski also informed the Trustees that 38 people went on the bus trip to New York City on September 30<sup>th</sup>. Ms. Krawczeski also informed the Trustees that if anyone wanted to put something in the Friend's newsletter it needed to be in by October 31<sup>st</sup>.

Ms. Madonna informed the Trustees that she has applied for a State and Municipal Facilities Grant (SAM) for \$250,000 through Senator Farley's office for electrical upgrades as part of the renovation project, which will need DASNY's approval prior to us receiving it. Senator Farley has also been able to get the Library \$20,000 in Bullet Aid which we have received and deposited in the Building Fund account.

Ms. Madonna informed the Trustees that the parking lot bid packages are available and must be returned by November 2, 2015 at 3:00 PM. After these are opened Butler Rowland Mays Architects, LLP will review them and let us know if the low bidder is qualified to do the project. Since time is of the essence a special board meeting will need to be held to approve the awarding of the contract for the work. The Trustees agreed to meet at 4:15 PM on Wednesday November 4, 2015 to approve the awarding of the contract.

Mrs. Pesses distributed a worksheet, put together by the Steering Committee, consisting of three different scenarios to do with raising the additional funds needed for the Master Renovation Plan. After considerable discussion and review the Trustees agreed that we should ask the taxpayers for a higher tax levy in order to reallocate the money the Foundation earns on their investment account from the operating budget to financing to pay back its borrowings for the project. The Trustees also agreed that we should stop any additional expense related to doing a bond referendum.

Mr. Clark informed the Trustees that the AD HOC Policy Committee had not met since the last Trustees meeting however, Ms. Madonna did send out an Investment Policy for the second reading at this meeting. Mr. Clark asked if there were any changes or other suggestions to be made at this meeting. Hearing none, Mrs. Pesses made a motion, seconded by Mr. De Santis, to approve the Investment Policy as presented. This was approved all voting aye.

Ms. Madonna reviewed changes made to the Collection Development Policy for the first reading with the Trustees. Some typos were noted for correction. The corrected policy will be presented at the November meeting for approval.

Ms. Madonna informed the Trustees that Civil Service informed her that we could promote part time employees to full time positions and as long as the employee passes the next Civil Service test they can remain in that position. Ms. Madonna informed the Trustees that two part time employees have applied for the Senior Library Clerk position and two part time employees have applied for the full time clerk position. Ms. Madonna said that as a follow up to the interviews conducted she has offered them the opportunity to submit an essay by Saturday, if they would like to, to highlight any specific abilities they feel they did not convey well during the interview process.

Ms. Madonna informed the Trustees that changes and typos to the Employee Handbook had been corrected and that it was complete and would be given to each of the employees.

Mr. Clark informed the Trustees that the Programming Committee and Public Relations Committee had met and decided that these committees should remain separate committees. Mr. Clark informed the Trustee that Mrs. Howard would chair the Programming Committee and that he would chair the Public Relations Committee.

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.

Mr. Clark informed the Trustees that he had put together an updated Plan of Service for this year and passed out copies for review. Additional work will need to be done regarding library services during our period of being out of the building during the remodeling process. Mr. Clark also informed the Trustees that he has been asked to sit on the Gloversville Enlarged School District's President's Club Advisory Committee.

Mr. Clark asked if there was any old business to come before the meeting. Hearing none, Mr. Clark asked if there was any new business to come before the meeting. Hearing none, Mr. De Santis made a motion, seconded by Mrs. Donovan, to adjourn the meeting at 8:40 PM. This was approved all voting aye.

The next regular meeting of the Board of Trustees will be held on November 17, 2015 at 6:30 PM.

Michael J. Frank  
Recording Secretary

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Robin Lair  
Secretary