



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting October 16, 2018

The Gloversville Public Library Board of Trustees held a meeting on October 16, 2018 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: Christine Pesses, Susan Shrader, Frank Carangelo, Lisa Buggeln, Charles Reed, Christian Rohrs, 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, John Blackmon, Claims Auditor for the Gloversville Public Library, Jean La Porta, President of the Friends of the Gloversville Public Library, and Eric Trahan, Director of Mohawk Valley Library System, also attended the meeting. One student from the Gloversville High School Participation in Government Class also attended the meeting. Elizabeth Batchelor was excused from the meeting.

Barbara Madonna
Library Director

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. Mr. Blackmon said that he wished to thank Mrs. Pesses for all her hard work and leadership through all of the process of refurbishing the Library Building.

2018-2019
Board of Trustees

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on September 18, 2018. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Ms. Dunn Brown made a motion, seconded by Mrs. Buggeln, to approve the minutes of the meeting of September 18, 2018 as presented. This motion was approved all voting aye. Mrs. Pesses asked the Trustees to review the minutes of the Special Meeting of the Trustees held on October 2, 2018. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. Rohrs made a motion, seconded by Mr. Carangelo, to approve the minutes of the meeting of October 2, 2018 as presented. This motion was approved all voting aye.

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Christine Pesses

Charles Reed

Christian Rohrs

Susan Shrader

At this point in the meeting Mrs. Pesses introduced Eric Trahan, Director of MVLS, to discuss the next step in the Library's Plan of Service now that a Mission Statement had been completed and approved by the Board of Trustees. Mr. Trahan informed the Trustees that the next step would be to develop three to five Strategic Goals for the Library. Mr. Trahan said that a good starting point might be to use some of the words in the Mission Statement as topics for these goals.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of September 2018 and the year-to-date thru September 30, 2018. Mr. Frank informed the Trustees that our income for the year-to-date was down approximately \$11,200 from last year due primarily to not having received the income from the Friends of the Library yet this year. Expenses for the year-to-date thru September 30, 2018 are up slightly due to higher salaries and salary related benefits which have been offset by lower insurance expense and book expense. Insurance expense is lower due to our fire and liability bill being paid in September last year and it has been paid in October this year. Book expense is lower as book purchases have been put on hold during the move back into the Library Building period. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Reed made a motion, seconded by Mr. Rohrs, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for October 2018 numbered 1495 through 1528 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. Ms. Dunn Brown made a motion, seconded by Mrs. Buggeln, 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 did not need to draw on their Line of Credit with NBT Bank in October 2018, The Foundation was able to draw on their Money Market Accounts with the Bank and Morgan Stanley in the amount of \$200,000 and by borrowing \$180,000 of the Tax Levy Money all construction bills that needed to be paid in October 2018 were able to be paid. The Line of Credit balance that the Foundation currently owes to NBT Bank is \$2,565,000.

Mrs. La Porta informed the Trustees that there was a nice letter to the editor in Saturday's Leader Herald in honor of National Friends of Libraries week thanking the Friends for all of its volunteers' hard work and support that was written by Robin Lair. Mrs. La Porta also informed the Trustees that the Friend's

*Serving Gloversville
Since 1880*

58 East Fulton Street, Gloversville, New York 12078

518-725-2819 ■ 518 773-0292 ■ gpl@sals.edu ■ www.gloversvillelibrary.org

membership drive was starting and that if any Trustees wanted to join it would be appreciated. Mrs. La Porta also informed the Trustees that the Friends are beginning to plan fundraisers and other things for 2019. Mrs. La Porta also informed the Trustees that she felt that everything to do with Friends week went very well.

Ms. Madonna informed the Trustees that the Library closed at 4 PM on Saturday and that the staff had been working hard getting things boxed up and ready to move back into the Library Building. The movers will be here on Wednesday to start the move back to the Library Building. Mrs. Pesses informed the Trustees that a garage sale would be held here at the CRG building on November 2, 2018 from 12 to 5 and on November 3, 2018 from 8 to 3. A signup sheet for helpers was passed around to help with getting things ready and to help with the days of the sale.

Mrs. Buggeln informed the Trustees that the Grand Reopening planning is coming along well and that Richard Russo will be here for the Grand Opening on November 11, 2018.

Ms. Madonna reviewed the progress of the RAN request from the Gloversville Enlarged School District. At the present time the School District is concerned about the possibility of the Library not getting the Construction Grant money and subsequently not being able to pay off the RAN. Ellen Bach, the Library's attorney, with Osterman, White and Hanna in Albany is working on other possibilities as far as possibly getting the Grant money sooner or having the State Comptroller's Office approving the Library paying back the Foundation if the Foundation were to advance the money needed. Ms. Madonna said that she will keep the Trustees up to date as things progress.

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 will be set up at the Grand Opening of the Library and that another one will be set up the following Sunday at the Soroptimists Fair at the Gloversville High School. Two more are currently planned for January 2019.

Mrs. Pesses distributed an information sheet for all the Ambassadors to be familiar with for the Grand Reopening day.

Mr. Frank informed the Trustees that the Foundation had not met since the last Trustee's meeting

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. Hearing none, Mrs. Shrader made a motion to adjourn the meeting at 8:00 PM. This motion was seconded by Ms. Dunn Brown and approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday November 20, 2018 at 6:30 PM. At the Library Building at 58 East Fulton Street.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary