



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 September 15, 2015

The Gloversville Public Library Board of Trustees held a meeting on September 15, 2015 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 7:06 P.M. immediately following the annual meeting.

The following trustees were present: Elizabeth Batchelor, Robin Lair, Craig Clark, Wanda Prew, Christine Pesses and Merry Dunn Brown. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Jean LaPorta, President of the Friends of the Gloversville Public Library and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Jay Ephraim, Patrician Donovan and Vincent De Santis 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 August 18 2015. Mr. Clark asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Lair made a motion, seconded by Ms. Dunn Brown, to approve the minutes as presented. This motion was approved all voting aye.

Mr. Clark asked Mr. Frank to review the Treasurer's Report for the month of August 2015 and the fiscal year to date period through August 31, 2015 with the Trustees. Mr. Frank informed the Trustees that our income for the first two months of the year is up approximately \$1,000 from the same period of last year due primarily to the higher Interest and Dividends and donations received from the Foundation this year. Expenses this year are up approximately \$300 from the prior year period primarily due to higher Library Supplies, Medical Insurance and higher General Insurance. These expenses have 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 August 2015 and the fiscal year to date period ending August 31, 2015. Hearing none, Mrs. Prew made a motion, seconded by Mrs. Lair, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for September 2015 numbered 370 through 391 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. Batchelor made a motion, seconded by Ms. Dunn Brown, to have Mr. Frank our Treasurer prepare checks for payment of these claims. This was approved all voting aye.

Mrs. La Porta informed the Trustees that 22 baskets had been donated for this year's fundraiser raffle. Tickets for the baskets will be able to be purchased at the front desk of the Library. Mrs. La Porta also reminded the Trustees that the chicken barbecue fundraiser is coming up on September 25, 2015 with a rain date of September 26, 2015 if necessary. Mrs. La Porta also informed the Trustees that the Friends made \$120 from the ice cream fundraiser at the Perfect Scoop ice cream shop in Mecoo held from August 24-26th. Mrs. La Porta informed the Trustees that the bus trip to the New York Public Library on September 30 is a go at this point but that there are still seats available for anyone that would like to go. Mrs. La Porta also informed the Trustees that the fall book and bake sale will be held on October 13th and 14th this year. Mrs. La Porta informed the Trustees that the Friends are working on an outreach program targeting nursery schools to get children started with a connection to the Library. Mrs. La Porta also reminded the Trustees that a wreath making program is scheduled for November 18, 2015 with limited space for the class. Mrs. La Porta also reminded the Trustees that the Friends are always looking for new members and volunteers to help with various events. The Friends meet on the first Thursday of the month at 6:00 P.M.

Ms. Madonna informed the Trustees that Mohawk Valley Library System has approved our Division of Library Development Grant application for 2016 for \$214,252. This still needs New York State approval and should be received in August 2016. This grant was for our new heating system.

Mrs. Pesses informed the Trustees that the appeal phone call to the National Parks Service today gave her and the other participants a positive feeling about the possibilities of getting them to change their mind regarding the original rejection of our application for Federal and State Historical Grant money. Some modifications will need to be done to the original plans and resubmitted soon. In addition to approval by the National Parks Service the Library would still need the approval of the State Legislature, Governor and Comptroller for the organizational changes that are necessary to monetize those tax credits. Mrs. Pesses also informed the Trustees that we had submitted a CFA Grant application and would be following up with the Mohawk Valley Regional Economic Council and state legislators asking for their support. Mrs. Pesses also informed the Trustees that Senator Farley is working on a sizeable line item for the Library renovation project.

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 first reading at this meeting. Mr. Clark asked if there were any changes or other suggestions to be discussed at this meeting. Hearing none, the Policy will be voted on at the October 2015 meeting.

Ms. Madonna informed the Trustees that according to Civil Service rules Nicole Hauser is requesting a leave of absence from her Library Clerk position during her probation period of Librarian I in order for her to be able to return to this position should the Librarian I training not work out. A motion was made by Mrs. Pesses, seconded by Mrs. Lair, to approve Nicole Hauser's request for a leave of absence. This was approved all voting aye.

Ms. Madonna informed the Trustees that a Financial Literacy Grant workshop will be held at Fulton Montgomery Community College for community partners. Due to his responsibilities in this grant project Michael Daly will not be able to do computer training at the Library during the period of time covered by the grant. Ms. Madonna asked if anyone knew of someone else that might be interested in teaching these classes to let her know.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board met on September 10, 2015 at 3:00 PM. Capital Campaign issues were discussed and Mr. Frank gave a report on the current financial condition of the Foundation. Mr. Wood explained to the Board that any bridge loan needed for the construction would need to be approved by the attorney general's office if it involved pledging our investment account assets as collateral.

Mr. Clark reviewed the Committee assignments that were passed out last month. Everyone was in agreement with the Committee appointments that were assigned to them. Mr. Clark also informed the Trustees that Ms. Madonna's evaluation had been completed and her review was very positive. Mr. Clark also informed the Trustees that we need to get a Plan of Service together soon regarding how we intend to provide library services during the period of construction and being out of the library building. More will need to be discussed regarding this at the October meeting.

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. Ms. Madonna asked to go into Executive Session to discuss a personnel issue. Mrs. Pesses made a motion, seconded by Ms. Batchelor, to go into Executive Session at 8:10 PM. This was approved all voting aye. Mrs. Lair made a motion to come out of Executive Session at 8:30 PM. This motion was seconded by Mrs. Pesses and approved all voting aye. Ms. Madonna informed the Trustees that Sherry Gennett has put in for retirement effective October 8, 2015.

Ms. Batchelor made a motion, seconded by Ms. Dunn Brown, to adjourn the meeting at 8:30 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on October 20, 2015 at 6:30 PM.

Michael J. Frank
Recording Secretary

Robin Lair
Secretary