



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

Draft Minutes of the Gloversville Public Library Board of Trustees Meeting September 18, 2018

The Gloversville Public Library Board of Trustees held a meeting on September 18, 2018 in the Meeting Room at the Library's temporary location, 34 W. Fulton Street, Gloversville, New York at 6:45 P.M. immediately following the Annual Meeting of the Trustees.

The following trustees were present: Frank Carangelo, Elizabeth Batchelor, 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, and Jean La Porta, President of the Friends of the Gloversville Public Library, also attended the meeting. One student from the Gloversville High School Participation in Government Class also attended the meeting. Christine Pesses and Susan Shrader were excused from the meeting.

Ms. Dunn Brown, Vice-President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

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

Ms. Dunn Brown asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on August 21, 2018. Ms. Dunn Brown asked if there were any corrections or additions to the minutes of the meetings as presented. Hearing none, Mr. Clark made a motion, seconded by Ms. Batchelor, to approve the minutes of the meetings of August 21, 2018 as presented. This motion was approved all voting aye.

Ms. Dunn Brown asked Mr. Frank to review the Financial Report for the month of August 2018 and the year-to-date thru August 31, 2018. Mr. Frank informed the Trustees that our income for the year-to-date was down 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 August 31, 2018 are down primarily due to not having paid our lease plan bill yet this year with Baker and Taylor Books. This bill was paid in August 2017. This reduction was partially offset by the higher salary expense and related payroll taxes related to raises given to the employees effective July 1, 2018. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mr. Carangelo 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 September 2018 numbered 1461 through 1494 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. Rohrs made a motion, seconded by Ms. Batchelor, 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 needed to draw on their Line of Credit with NBT Bank in September 2018, \$100,000 to pass up to the Library to cover Construction Bills that needed to be paid in September 2018. This draw on their Line of Credit brings the outstanding amount up to \$2,565,000.

Mrs. La Porta informed the Trustees that The Friends of the Gloversville Public Library's Annual Meeting was held on September 6, 2018 and that as part of that meeting it was approved to hold six meetings a year with special meetings if needed. Mrs. La Porta also informed the Trustees that the Friend's newsletter went out last week and Reopening information for the Gloversville Public Library was announced in it. Mrs. La Porta also informed the Trustees that the Friends will be hosting Friends week a week early this year from October 8th to October 12th in order to hold it during a time that the Library will be open before the move back to the Library Building. As part of the celebration cider and donuts will be served on October 11th from 3 to 5 PM. Mrs. La Porta also announced that a baby basket is being put together for the first baby born during Friend's Week.

Ms. Madonna informed the Trustees that she had received two bids for moving the Library materials back to the Library Building. The first bid was from Schaap Moving Systems for \$28,450. The second bid was from Naglee Moving & Storage for \$14,750. Ms. Madonna informed the Trustees that she was recommending approval of the bid from Naglee Moving and Storage. Ms. Batchelor made a motion to accept the bid from Naglee Moving and Storage of \$14,750. This motion was seconded by Mrs. Buggeln and approved all voting aye.

Ms. Madonna informed the Trustees that Mohawk Valley Library System had been allocated \$899,000 from the New York Public Library Construction Grant program for this year and that she is applying for \$68,136 to help pay for the Hearing Loop, Audio Visual in the Carnegie Room, Basement Windows and some other small items. These funds, if approved, would be received in August 2019.

Ms. Batchelor informed the Trustees that the building project is coming along well. The carpet is going in upstairs and on the first floor, the hearing loop has been installed, the elevator is being installed, curbing and gravel has been done outside for the parking lot and furniture will be here starting Thursday this week.

Ms. Buggeln informed the Trustees that the Grand Reopening sub-committee is working on final details for The Grand Reopening on November 11, 2018 which will be held from 1 PM to 4 PM.

Mrs. Buggeln informed the Trustees that no AD HOC Policy 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 two Advocacy outreach sessions have been held since the last Trustee's meeting and that another one is planned for November 18, 2018.

Ms. Madonna informed the Trustees that a new Part Time Clerk will be starting tomorrow and that Linda Conroy had been promoted to Senior Library Clerk effective September 1, 2018. Ms. Madonna also distributed event calendars for October and November 2018.

Ms. Dunn Brown read Mrs. Pesses' report that informed the Trustees that the new Plan of Service needs to be completed by December 31, 2018. A garage sale is also being planned for October 26th and 27th to dispose of items not needed at the renovated Library Building. Mr. Rohrs handed out a proposed Mission Statement and after review the Board decided to have it read "Your Library: a gathering place where you can learn, grow and enjoy."

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

Ms. Dunn Brown asked if there was any old business to come before the meeting. Ms. Madonna informed the Trustees that the Gloversville Enlarged School District did not include our RAN request on their September Board of Education meeting agenda based on the discussions with their Bond Counsel. Ellen Bach, our attorney, will check to see if the school can do this if the proceeds of the Grant are paid directly to the School District to pay off the RAN. NBT Bank has informed us that they will do the RAN for the School District if approved by Bond Counsel. Ms. Dunn Brown asked if there was any new business to come before the meeting. Hearing none, Mr. Reed made a motion to adjourn the meeting at 8:00 PM. This motion was seconded by Mr. Rohrs and approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday October 16, 2018 at 6:30 PM.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary