



Barbara Madonna  
Library Director

2016-2017  
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Vincent DeSantis

Patricia Donovan

Jay Ephraim

Robin Lair

Christine Pesses

Wanda Prew

## Minutes of the Gloversville Public Library Board of Trustees Meeting

September 20, 2016

The Gloversville Public Library Board of Trustees held a meeting on September 20, 2016 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York immediately following the Annual Meeting at 7:05 P.M.

The following trustees were present: Robin Lair, Jay Ephraim, Wanda Prew, Patricia Donovan, Merry Dunn Brown, Elizabeth Batchelor and Christine Pesses. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nicole Hauser, Librarian I, 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. Vincent De Santis and Lisa Buggeln were 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 at this point.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on August 16, 2016. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Donovan made a motion, seconded by Ms. Dunn Brown, 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 August 2016 and the two month period ending August 31, 2016. Mr. Frank informed the Trustees that our income for the year to date is up approximately \$3,500 from last year due primarily to receipts from the garage sale held in August. Expenses this year are up approximately \$2,800 from the prior year period primarily due to the higher salary expense related to raises given to the employees effective July 1, 2016. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Prew made a motion, seconded by Mrs. Donovan, to approve the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for September 2016 numbered 676 through 703 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 Ms. Batchelor, to have Mr. Frank, our Treasurer, prepare checks for payment of these claims. This was approved all voting aye.

Mr. Frank also reviewed the Library's 990 non-profit tax return with the Trustees. Mrs. Lair made a motion, seconded by Ms. Dunn Brown, to have Mr. Frank file the return with the Internal Revenue Service. This was approved all voting aye.

Mrs. LaPorta informed the Trustees that the Friends will be having a chicken barbecue on September 23<sup>rd</sup> with a rain date of the 24<sup>th</sup> if needed. The Friends are also sponsoring a show at the Johnstown Colonial Theater on October 6, 2016. The Friends are also planning another wreath making class for later this fall. Mrs. LaPorta also announced that the Friends membership renewal will be starting in October.

Ms. Madonna informed the Trustees that George Emden had painted the fascia of the handicap entrance that badly needed to be painted. Ms. Madonna also informed the Trustees that she has been getting estimates from moving companies regarding moving into our temporary space. Ms. Madonna also informed the Trustees that some garage sale items still need to be picked up by the purchasers. Ms. Madonna also informed the Trustees that Lisa Hayes from Butler Rowland Mays Architects LLP is finishing up the bid packages and that they should be ready by the middle of October. Ms. Madonna also informed the Trustees that the Planning Board and Historical Review Board have given their conditional approval for our building project.

Ms. Batchelor informed the Trustees that to date the fundraising total is \$8,089,507 including the \$2,000,000 grant obtained for the Library by Senator Farley. Ms. Batchelor also informed the Trustees that there are still a number of pieces to be worked out for the loans, construction costs and grants. Our attorneys are working on solutions to these problems knowing that we need to get started soon in order not to lose out on some grant funding. NBT Bank has informed us that they are ready to work with us on any borrowings needed.

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58 East Fulton Street, Gloversville, New York 12078

518-725-2819 ■

518 773-0292 ■

gpl@sals.edu ■

www.gloversvillelibrary.org

Mrs. Pesses informed the Trustees that the AD HOC Policy Committee was presenting the Circulation Policy and the Sale and Disposal Policy for the first reading of these policies with the changes made at the suggestions of the Trustees at the August meeting. The Trustees agreed with the changes made and approved the first reading of these policies as presented.

Ms. Madonna informed the Trustees that the Civil Service Library Clerk Test will be given this Saturday and that Cathy Ellis and Bonnie Howard will be taking the test. The County is also, finally, offering the Librarian I exam. Nicole Hauser will be taking that one when offered.

Ms. Dunn Brown informed the Trustees that the Program Committee had met and that many ideas were put forth for programs. Ms. Madonna distributed a list of programs that will be going on at the Library during October. Mrs. Prew informed the Trustees that the Spanish classes were continuing to go very well

Mr. Ephraim informed the Trustees that the Public Relations Committee had met three times since the last Trustee's meeting and that Craig Clark had joined them in discussing different approaches to getting the Library message out to the Community. The Committee is looking at more newspapers and radio spots and has met with representatives of both.

Ms. Madonna informed the Trustees that Linda Conroy has taken over compiling use statistics, a job formerly performed by Donna Kuhner. We have noticed that meeting room use is not being reported, so in addition to booking a room with the front desk staff please let them know about attendance for your meetings.

Mrs. Pesses informed the Trustees that she needed two volunteers to work with her on reviewing the Library's Plan of Service during our temporary relocation. Mrs. Pesses also reviewed the MVLS Free Direct Access Policy that needs our Board's approval. Mrs. Lair, made a motion, seconded by Mrs. Prew, to approved the MVLS Free Direct Access Policy. This was approved all voting aye. Mrs. Pesses also thanked all who helped with the garage sale.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Board of 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. Mrs. Pesses announced that Vincent De Santis had submitted his resignation from the Board of Trustees effective immediately. The Trustees accepted his resignation with regret and thanked him for his service to the Library. The Library will advertise this vacancy and will look to fill it until the next election in May 2017.

At 8:35 PM Mrs. Donovan made a motion to go into Executive Session to discuss real estate. This motion was seconded by Ms. Batchelor and approved all voting aye. At 8:56 PM Ms. Dunn Brown made a motion to come out of Executive Session. This motion was seconded by Mrs. Prew and approved all voting aye.

Mrs. Donovan made a motion to adjourn the meeting at 8:57 PM. This motion was seconded by Ms. Batchelor and approved all voting aye.

The next regular meeting of the Board of Trustees will be held on October 18, 2016 at 6:30 PM.

Michael J. Frank  
Recording Secretary

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Robin Lair  
Secretary