



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting August 21, 2018

The Gloversville Public Library Board of Trustees held a meeting on August 21, 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, Frank Carangelo, Elizabeth Batchelor, Lisa Buggeln, Charles Reed, Christian Rohrs, Merry Dunn Brown, Craig Clark and Susan Shrader. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, 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.

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.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting and the Organizational Meeting of the Trustees held on July 17, 2018. Mrs. Pesses 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 Mr. Carangelo, to approve the minutes of the meetings of July 17, 2018 as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Financial Report for the month of July 2018. Mr. Frank informed the Trustees that our income for the month was down slightly from last July due to lower donations passed through from the Gloversville Library Foundation. Expenses for the month of July 2018 were up approximately \$3,600 from the same period of last year primarily due to the higher salary expense and related payroll taxes related to raises given to the employees effective July 1, 2018. Higher Computer and Automation Expense and higher Insurance also contributed to the higher expenses in the current year. Mr. Frank asked the Board for any questions or comments on the Financial Report. Hearing none, Mrs. Buggeln made a motion, seconded by Ms. Dunn Brown, to accept the Financial Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for July 2018 numbered 1424 through 1460 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 needed to draw on their Line of Credit with NBT Bank in August 2018, \$460,000 to pass up to the Library to cover Construction Bills that needed to be paid in August 2018. This draw on their Line of Credit brings the outstanding amount up to \$2,465,000.

Mrs. La Porta informed the Trustees that The Friends of the Gloversville Public Library's Annual Meeting will be held on September 6, 2018. Mrs. La Porta also informed the Trustees that the Friend's newsletter would be out soon and that it would have the Grand Reopening information for the Gloversville Public Library announced in it. Mrs. La Porta also informed the Trustees that the ice cream social and the apple crisp parties held by the Friends were well attended. 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.

Ms. Madonna informed the Trustees that she had received two bids for moving the Library materials back to the Library Building. The first bid received was in the price range that she felt we should be paying for the move but the length of time for the move was unacceptable. The second bid was much higher than expected and not deemed acceptable. At this point Ms. Madonna felt that both bids should be rejected and that we should rebid it again. Mr. Rohrs made a motion to reject both bids on the advice of Ms. Madonna. Mrs. Shrader seconded this motion and it was approved all voting aye.

Ms. Batchelor informed the Trustees that the building project is coming along well. The contractors are now waiting on National Grid to energize the new service that needs to be completed for the elevator and disconnect the old service.

Barbara Madonna
Library Director

2017-2018
Board of Trustees

Elizabeth Batchelor

Merry Dunn Brown

Lisa Buggeln

Frank Carangelo

Craig Clark

Jay Ephraim

Brian Mazza

Christine Pesses

Charles Reed

*Serving Gloversville
Since 1880*

58 East Fulton Street, Gloversville, New York 12078

518-725-2819 ■

518 773-0292 ■ gpl@sals.edu ■

www.gloversvillelibrary.org

Ms. Buggeln informed the Trustees that the Steering Committee met today and decided on the plaques for donor recognitions and room naming. Plaques will be all the same size for the donor recognitions and will vary by color to indicate the various levels from \$1,000 up to \$1,000,000. The Grand Reopening is scheduled for November 11, 2018 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.

Mrs. Pesses informed the Trustees that she had completed Ms. Madonna's evaluation and that it would be added to her personnel file.

Mr. Reed informed the Trustees that he had talked with Ms. Madonna and Mrs. Fancher about programming plans and would be holding a meeting with them and Ms. Prokopiak soon. Ms. Madonna also passed out a September calendar of events that are currently planned for September. Now that the move has been shifted to October, instead of September, new items will be added to the September calendar.

Ms. Dunn Brown informed the Trustees that twelve Advocacy meetings have been held since March 2018 with over 700 people having been informed about getting Library cards and about other things that the Library has to offer including computer usage and programming. Three more are planned for September 2018.

Ms. Madonna informed the Trustees that she and Mrs. Hauser had interviewed a Part Time Clerk applicant yesterday that both felt was a good candidate and that two other people had been interviewed for the Part Time Public Relations position. Ms. Madonna also informed the Trustees that she and Mrs. Hauser need to sit down to review the overall staffing needs for the Library after we move back into the Library Building.

Mrs. Pesses informed the Trustees that work on the Mission Statement for the Library was done and that the next part of the plan will be the goals for the Library. Mrs. Pesses also discussed the cash flow issues with the Building Project and informed the Trustees that Ms. Madonna had talked with Ellen Bach at Whiteman, Osterman & Hanna regarding the possibilities of the Gloversville Library Foundation advancing funds to the Library and then paying them back when the grant money is received. Ellen Bach said that this would be considered a loan to the Library and since the Library cannot borrow money under New York State Law this would not be legal. Ellen Bach informed Ms. Madonna that if the Gloversville Enlarged School District's Board of Education would consider a Revenue Anticipation Note for the money needed on a short-term basis by the Library that the Library could then pay back the grant money to the School District along with fees and interest costs. The Board agreed that Mrs. Pesses should set up a meeting with the new superintendent as soon as she could to discuss the situation.

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, Mr. Rohrs made a motion to adjourn the meeting at 7:50 PM. This motion was seconded by Mrs. Shrader and approved all voting aye.

The next meeting of the Board of Trustees will be held on Tuesday September 18, 2018 at 6:30 PM which will be the Annual Meeting followed by the Regular Board of Trustees Meeting.

Michael J. Frank
Recording Secretary

Lisa Buggeln
Secretary