



Barbara Madonna  
Library Director

2011-2011  
Board of Trustees

Elizabeth Batchelor

Craig Clark

Jay Ephraim

Christine Pesses

David Fisher

Hannah McAllister

Robin Lair

Karen S. Smith

Daniel R. Towne, Jr.

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

May 15, 2012

The Gloversville Public Library Board of Trustees held a meeting on May 15, 2012 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: Christine Pesses, Jay Ephraim, Karen Smith, Robin Lair, Elizabeth Batchelor, David Fisher and Daniel Towne, Jr. Michael J. Frank, Financial and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library and Virginia Mazur, President of the Friends of the Gloversville Public Library, also attended the meeting. Craig Clark and Hannah McAllister were excused from the meeting.

Mrs. Pesses, President of the Board, 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 of the Trustees held on April 17, 2012. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. Fisher made a motion, seconded by Ms. Smith, to approve the minutes as presented. This motion was approved all voting aye.

Mr. Fisher asked Mr. Frank to review the Treasurer's Report for the month of April 2012 and the fiscal year-to-date through April 30, 2012 with the Trustees. Mr. Frank commented that the Library's receipts through April 30, 2012 were pretty well on track with our budgeted amounts for this period. Mr. Frank commented that several expense categories appear, at this point, to be coming in under budget due to the mild winter and one full time person being out on disability since April 10, 2012. Mr. Frank reminded the Trustees that at the April meeting Ms. Madonna presented several items in conjunction with repairs to the building that needed to be done and the Trustees approved spending as much of the total expense budget as necessary to complete these items in this fiscal year as long as the total expense budget was not exceeded. Mr. Frank asked if there were any other questions or comments on the financials for the month of April or the year to date through April 30, 2012. Hearing none, Mrs. Lair made a motion, seconded by Ms. Batchelor, to accept the Treasurer's Report as presented. This was approved all voting aye.

Ms. Madonna introduced Paul Mays from Butler Rowland Mays Architects, LLP to the Trustees that did not know him and asked him to review the process involved with the next step in our Master Renovation Project, which is the Design and Development Phase. Paul explained that at this point the Library needs to develop the design laid out so that as funds become available the Library will be able to proceed with various steps of the project without spending extra money each time we can do a portion of the project or if we need to do something in an emergency situation. This phase will flush out specifics that have only been sketched during Schematic Design and will provide answers to developing a phased approach if fundraising and grant awards require it. This phase will also provide details needed to write grants and answer targeted questions that are expected to be asked by donors to a capital campaign. Ms. Madonna reviewed the current status of the Building Fund, which as of April 30, 2012 has a balance of \$181,000. After deducting approximately \$50,000 of that balance for committed items to be spent out of the Fund we would have a balance of \$131,000. If we spend approximately \$80,000 on the Design and Development Phase we would still have approximately \$51,000 left for emergencies if needed. Mrs. Pesses informed the Trustees that she had an offer to pay for our new heating system but was not able, at this point, to give the person a number since the Design and Development Phase was not completed. After considerable discussion, Ms. Batchelor made a motion, seconded by Ms. Smith, to approve proceeding with the Design and Development portion of the Master Renovation Plan. This was approved all voting aye.

Mrs. Mazur reminded the Trustees that the Friends of the Library would be hosting a fundraiser concert by the Inter Mountain Trio at 2:00 PM on May 20<sup>th</sup> at Skyheart Place. Mrs. Mazur also informed the Trustees that the Friends would be holding their semiannual book sale on June 12<sup>th</sup> and 13<sup>th</sup> with a bake sale also on the 13<sup>th</sup>. Mrs. Mazur also reminded the Trustees that the Friends are going ahead with their scholarship program with the Gloversville High School, Middle School and Elementary Schools.

Mr. Frank and Ms. Madonna did a further review of the projected income and expenses for May and June 2012 and what the potential impact would be to the Library Budget. It appears that at this time our income will exceed our budget by approximately \$14,000 and that our expenses will come in under budget by approximately \$23,000. The net effect of this would be to add approximately \$37,000 to our

income cash reserve. In reviewing our budget for the coming year after the approval of our tax increase we would break out about even and maintain our current cash reserve balance. Ms. Madonna discussed the Friends line item and the Trustees felt that we should wait until this year is completed to revisit this line item.

Mrs. Pesses informed the Trustees of the progress of the planning study with Ghioris and Sorrenti, Inc. We have one more interview date set for May 18<sup>th</sup> for the Capital Campaign Planning Study. A report is expected from them in July.

Ms. Madonna informed the Trustees that the cleaning of the outside of the building is going well and that they expect to be done with the cleaning by Friday. After this is done they will inspect for cracks and other pointing up that needs to be done and report back to us on their findings.

Ms. Batchelor informed the Trustees that the Friend's Celebration Committee had approved this year's celebration funds raised to go towards replacement windows for the Library.

Ms. Madonna informed the Trustees that the property on the other side of the Fulton County Probation Department at 66 East Fulton Street would be going up for auction by the County and that she felt that it might be a good addition for the Library for parking and storage, especially as we get into various stages of construction which require staging space for equipment and materials. Ms. Madonna said that she felt that we could get the property for \$2,000 or less. Mr. Ephraim made a motion, seconded by Ms. Smith, to authorize Ms. Madonna to bid up to \$2,000 for the property at auction. This was approved all voting aye.

Mrs. Pesses reviewed the By-laws and Purchasing Policy updates with the Trustees. Under the section pertaining to check signing Mr. Frank suggested that this should read checks and any withdrawal slips. The second reading of the By-laws changes and Purchasing Policy will be done at the June Trustee's meeting.

Mrs. Lair informed the Trustees that the Personnel Committee had completed the Director's Evaluation and that they had reviewed the evaluation with Ms. Madonna. The report was very positive and well received.

At this point in the meeting, 9:02 PM, Mr. Fisher moved that the Board of Trustees go into Executive Session for the purpose of discussing a personnel issue. Ms. Smith seconded this motion and it was approved all voting aye.

At 9:20 PM Mr. Fisher made a motion, seconded by Mrs. Lair, to come out of Executive Session. This was approved all voting aye.

Mr. Ephraim brought the Trustees up to date on the progress with GLOVERSVILLE READS! 2012. The Program kicked off on Saturday April 21<sup>st</sup> at 11 AM at the Library with good attendance. Movie night at the Senior Center this past Friday didn't pan out as no one attended. A book discussion is being held tomorrow and several copies of the book have been taken out.

Mrs. Lair informed the Trustees that the Public Relations Committee will be meeting Friday and that they are working on newspaper articles to be run through August in the Leader-Herald.

Ms. Madonna presented a resolution to certify the 2012 Trustee election results. Ms. Smith made a motion, seconded by Ms. Batchelor, to accept the results of the election and budget appropriation for the 2012-2013 fiscal year. This was approved all voting aye.

Ms. Madonna also informed the Trustees that starting in this month's statistical report there are additional breakdowns of items used and borrowed for the month as suggested at last month's meeting.

Mrs. Pesses informed the Trustees that she had nothing additional for the President's Report.

Mr. Frank informed the Trustees that the Foundation had not met since their Annual Meeting in December.

Mrs. Pesses asked if there was any old business or new business to be brought before the Trustees.

Hearing none, the next meeting of the Trustees was set for June 19, 2012 at 6:30 P.M.

Mr. Fisher made a motion, seconded by Ms. Smith to adjourn the meeting at 9:30 P.M. This was approved all voting aye.

Michael J. Frank  
Recording Secretary

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Karen S. Smith  
Secretary