



Barbara Madonna
Library Director

2012-2013
Board of Trustees

Elizabeth Batchelor

Craig Clark

Jay Ephraim

David Fisher

Robin Lair

Hannah McAllister

Christine Pesses

Karen S. Smith

Daniel R. Towne, Jr.

Draft Minutes of The Gloversville Public Library Board of Trustees Meeting

August 21, 2012

The Gloversville Public Library Board of Trustees held a meeting on August 21, 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, David Fisher, Robin Lair, Elizabeth Batchelor, Craig Clark, Jay Ephraim, Karen Smith and Hannah McAllister. Michael J. Frank, Financial and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library and Mary Ann Winters, Senior Vice President at Ghiorso & Sorrenti, Inc., also attended the meeting. Daniel Towne, Jr. was 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.

Mrs. Pesses introduced Mary Ann Winters from Ghiorso & Sorrenti, Inc. Ms. Winters reviewed the Capital Campaign Study done by her firm and explained the assumptions used to determine an estimated amount that they felt the Library could raise based on their interviews and other data provided. The report showed that they projected we could raise approximately 55% to 70% of the 7 million needed to complete the whole Master Plan renovation project. Ms. Winters also fielded some questions from the floor including members of the Friends' and Trustees from the Foundation who were in attendance. The Trustees thanked her for their efforts and will discuss further the next steps needed to begin the Campaign.

Mrs. Pesses asked the Trustees to review the minutes of the Organizational Meeting and the Regular Meeting of the Trustees held on July 17, 2012. Mrs. Pesses asked if there were any corrections or additions to the minutes of the meetings as presented. Hearing none, Ms. Batchelor made a motion, seconded by Mr. Fisher, 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 July 2012 and the fiscal year-to-date through July 31, 2012 with the Trustees. Mr. Frank commented that since the new year had just begun it was pretty early to see how the numbers compared to the budget for the new fiscal year. Mr. Frank explained that the income from the Foundation was below last year's number due to a change in the method used by Smith Barney in paying investment income to the Foundation and subsequently being passed on to the Library. This should correct itself over the course of the Library's fiscal year. Mr. Frank asked if there were any other questions or comments on the financials for the month of July or the year to date through July 31, 2012. Hearing none, Ms. Smith made a motion, seconded by Mrs. McAllister, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Frank informed the Trustees that he had completed the 990 federal tax return for the Library for the fiscal year ending June 30, 2012 and that it was ready to be approved for filing with the Internal Revenue Service. Mr. Frank also reviewed the new refundable IRS credit available to the Library based on the Library paying over 50% of the medical insurance premium for our full time employees and having fewer than 50 full time equivalent employees during the fiscal year. The amount of this refundable credit applied for on this year's tax return has been calculated to be \$3,857. Mr. Frank also informed the Trustees that we will be amending our return for the last fiscal year as we are also eligible for a refundable credit for our fiscal year ending June 30, 2011 as this change in the tax law became effective on January 1, 2010. Ms. Smith made a motion, seconded by Mrs. Lair, to approve the filing of our 990 tax return. This was approved all voting aye.

Mrs. Pesses informed the Trustees that she did not have a report from the Friends of the Library but that the baskets for their Celebration were being displayed in the Lobby of the Library.

Ms. Madonna informed the Trustees that the masonry repointing is done except for a few minor repairs. The netting has been installed above the front entrance to catch any pieces that might fall from around the top cornice.

Ms. Madonna informed the Trustees that a Design Development meeting was held with the Mechanical Engineer to discuss the heating system and it was decided to continue with natural gas as our heating source.

Ms. Madonna also informed the Trustees that three overlapping systems have been installed to eliminate the pigeon problem. The sonar installed has not yet worked effectively, but the pigeons' instinct to keep a watchful eye on their flightless offspring that are still roosting on a ledge might be overriding their fear of potential predators. Spikes were reset and netting was installed over the oculus window and medallion where they were roosting is working well so far in keeping the pigeons away.

Ms. Madonna informed the Trustees that the contractor, Ron Jones, will be back in the fall to put topsoil down and seed the lawn area around the exterior of the building.

Ms. Madonna reviewed the New York State Public Library Construction Grant Program with the Trustees informing them that the Board needed to pass a resolution authorizing her to apply for funds from this program. Mr. Fisher made a motion, seconded by Ms. Batchelor, to authorize Ms. Madonna to make an application for the \$14 million (NYS) Public Library Construction Grant Program, July 1, 2012-June 30, 2014, for energy efficient, historically accurate windows. This was approved all voting aye.

Ms. Madonna informed the Trustees that our attorney had reviewed our By-laws and purchasing updates and a meeting of the AD HOC Policy Committee needs to be scheduled.

At this point in the meeting 8:05 PM, Mr. Fisher made a motion, seconded by Ms. Smith, to go into Executive Session to discuss personnel issues. This was approved all voting aye.

At 8:23 PM Mr. Fisher made a motion, seconded by Ms. Smith, to come out of Executive Session. This was approved all voting aye.

Ms. Madonna also informed the Trustees that the Personnel Committee had agreed with her recommendation to hire George Emden IV to fill our full time Custodial worker position. He will be starting the week of September 10th and John Lawrinait's last day will be September 8th. John will be receiving his vacation pay as earned and two weeks of severance pay as well as a thank you letter for all his years of dedicated service to the Library.

Mr. Ephraim brought the Trustees up to date on the progress of our programming efforts. A miniature horse program was held at our recently purchased lot on East Fulton Street, which was very well attended. Mr. Ephraim also said that he wished to express his thanks for the excellent job that Bonnie Howard had done with the Summer Reading Program planning in Sherry Gennett's absence.

Mr. Clark informed the Trustees that the PR Committee felt that they needed to provide more programming support with community presentations of various forms. Ms. Smith informed the Trustees that we could use the BID website to help with our promotional efforts.

Ms. Madonna informed the Trustees that she had nothing additional for the Director's Report.

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 but he expected them to be meeting in the fall. A Finance Committee meeting is also expected to be held in late September or October.

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

Ms. Smith informed the Trustees that BID is going to schedule a get together focusing on "Know Your Neighbors" soon.

The next meeting of the Trustees was set for September 18, 2012 at 6:30 P.M.

Ms. Smith made a motion, seconded by Mr. Fisher to adjourn the meeting at 8:38 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Karen S. Smith
Secretary