



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.

Minutes of The Gloversville Public Library Board of Trustees Meeting

October 16, 2012

The Gloversville Public Library Board of Trustees held a meeting on October 16, 2012 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:45 P.M.

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

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

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

Ms. Batchelor asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on August 21, 2012. Ms. Batchelor asked if there were any corrections or additions to the minutes of the meetings as presented. Hearing none, Mr. Fisher made a motion, seconded by Mrs. Lair, 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 months of August 2012 and September 2012 and the fiscal year-to-date through September 30, 2012 with the Trustees. Mr. Frank commented that our income for the first three months of the fiscal year was down approximately \$14,000 from last year due to not having received the \$10,000 from the Friends of the Gloversville Public Library yet this year and lower income from the Foundation this year. Expenses this year are up approximately \$6,000 due primarily to expenses related to getting rid of the pigeon problem around the front entrance. The Friends of the Gloversville Public Library will be reimbursing us for this expense, which will bring us back in line compared to the current year's budget and last year's expenses for the first three months of the year. Mr. Frank asked if there were any questions or comments on the financials for the months of August and September or the year to date through September 30, 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 also informed the Trustees that he had completed the amended 990 federal tax return for the Library for the fiscal year ending June 30, 2011. The reason for filing an amended return was to claim 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 refundable credit for the year ending June 30, 2011 is \$3,625.

Ms. Batchelor informed the Trustees that the Steering Committee would like a projection of what our Expense Budget for the Library would look like after the Master Renovation Plan is completed. Ms. Madonna informed the Trustees that she and Mr. Frank had started to work on a projection and would be meeting again later this week in preparation for a Finance Committee meeting to review these projections and work on the Budget for 2013-2014. Ms. Madonna also informed the Trustees that she had asked NBT Insurance for a quote on increasing our building coverage from \$1.6 million to \$1.8 million. Mr. Fisher will be contacting the Finance Committee about a date and time for a meeting in early November.

Ms. Batchelor and Ms. Madonna informed the Trustees that the Friends' Celebration that was held at the Library this year on September 23rd was very successful and raised about \$28,000. Ms. Batchelor expressed her thanks for all the help that the staff put into this Celebration and also the help of Friends' members and other volunteers. The purpose of this year's Celebration was to raise money for new windows for the Library.

Ms. Madonna informed the Trustees that our new custodian is working out very well so far and that the staff is also pleased with his performance. Ms. Madonna also informed the Trustees that Butler Rowland Mays Architects is continuing to work on the Design Development Phase of the Master Renovation Project.

Ms. Batchelor informed the Trustees that the AD HOC Steering Committee for the Master Renovation Project is made up of ten members. Three members are Board of Trustee members, three members are Foundation Board members, one member is from the Friends of the Gloversville Public Library, two

members are from the Community at large and the Library Director is the tenth member. The Steering Committee will be meeting again on October 26th to discuss when we should start sending letters to the people that were interviewed by Ghioris & Sorrenti. A follow up letter is planned for later in November with the silent portion of the Capital Campaign to begin in the March to April timeframe next spring.

Ms. Batchelor asked the Trustees if they had any comments or corrections to the proposed By-laws as presented or the Purchasing Policy as presented. Hearing none, Ms. Smith made a motion, seconded by Mrs. Lair, to approve the By-laws and Purchasing Policy as presented. This was approved all voting aye.

Ms. Madonna informed the Trustees that the Personnel Committee had recommended that we hire another full time Library Clerk. Ms. Madonna informed the Trustees that we had three part time employees that she felt would apply for the full time position. Mrs. McAllister made a motion, seconded by Mr. Fisher, to have Ms. Madonna hire a fulltime Library Clerk. This was approved all voting aye.

Mrs. Lair informed the Trustees that our attorney had reviewed our Employee Handbook and recommended several changes be made to its content. The Personnel Committee approved these changes and they are being implemented.

Ms. Madonna informed the Trustees that Deborah Bucholtz had completed 40 years of service to the Library. The Trustees recommended that we honor her for this accomplishment.

Mr. Ephraim informed the Trustees that the Program Committee had met with the Public Relations Committee to discuss coordinating the efforts of the PR Committee in conjunction with the programs being planned by the Program Committee. Mr. Ephraim brought the Trustees up to date on the progress of our programming efforts. Tech Zoo is being held on Wednesday evening this week. The Bentwood Rockers will be performing during National Library Week and Dan the Snake Man will be here soon with his pets.

Mr. Towne informed the Trustees that the PR Committee was working on identifying what was needed from them to help support the efforts of the Program Committee.

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

Ms. Batchelor 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 and that plans were in the works for their Annual Meeting for this year in early December. A Finance Committee meeting was held on October 11th to review the Foundation's investments and do some reinvesting.

Ms. Batchelor asked if there was any old business or new business to be brought before the Trustees. Mrs. McAllister said that she thought the Trustees should review our 3 Year Plan of Service. The Trustees agreed with this recommendation.

The next meeting of the Trustees was set for November 20, 2012 at 6:30 P.M.

Mr. Ephraim made a motion, seconded by Mr. Clark to adjourn the meeting at 8:00 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Karen S. Smith
Secretary