GLOVERSVILLE PUBLIC LIBRARY

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

November 20, 2012

The Gloversville Public Library Board of Trustees held a meeting on November 20, 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, Daniel Towne, Jr., 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 two students from the Johnstown High School's Participation in Government class also attended the meeting. David Fisher and Robin Lair 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.

Mrs. Pesses asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on October 16, 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 Mrs. McAllister, to approve the minutes as presented. This motion was approved all voting aye.

In Mr. Fisher's absence, Mrs. Pesses asked Mr. Frank to review the Treasurer's Report for the month of October and the fiscal year-to-date through October 31, 2012 with the Trustees. Mr. Frank commented that during October 2012 we received our tax levy money from the Gloversville Enlarged School District of $259,106 and we also received our Medical Insurance Credit Refunds from the United States Treasury for the fiscal years ending June 30, 2011 and June 30, 2012 totaling $7,482. Our year-to-date income through October 31, 2012 was down approximately $2,500 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. The Medical Insurance Credit Refund partially offset these items. Expenses this year are up approximately $900 over the prior year due primarily to expenses related to building maintenance and repairs. The Friends of the Gloversville Public Library reimbursed us for the expenses related to getting rid of the pigeon problem around the front doors of the Library in October 2012. Mr. Frank asked if there were any questions or comments on the financials for the month of October or the year to date through October 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 the Finance Committee had met to begin working on the 2013-2014 Budget. A second meeting is planned for Tuesday November 27th at 5:30 PM. In conjunction with the budget Mr. Frank asked the Trustees if they would approve a resolution to override the New York State Imposed Tax Cap. Ms. Batchelor made a motion, seconded by Ms. Smith, to approve the attached resolution. This was approved all voting aye.

Ms. Madonna reviewed our current fees charged for overdue items and printing copies for patrons. Ms. Madonna informed the Trustees that she would be having our attorney review our Policy regarding number of items allowed to be borrowed at one time and also the fees for past due books, etc.

Ms. Madonna informed the Trustees that we had received $15,000 of Bullet aid from Senator Farley's office, which has been added to our Building Fund to help pay the additional costs of refurbishing the exterior of the Library building.

Ms. Madonna also informed the Trustees that the Friends of the Gloversville Public Library have given us our $10,000 allocation for the current budget year along with $23,000 from the Celebration fundraiser to be used towards window replacement. The Friends are also purchasing new stools for the front circulation desk and an ant anti-fatigue mat for the floor behind the desk. The Friends are also purchasing $40 Chamber Checks for the staff for the holidays.

Ms. Madonna also informed the Trustees that the Friends have agreed to provide $4,500 for the purchase of new children's computers if the Wal-Mart DC Grant doesn't come thru to pay for them.

Ms. Madonna also informed the Trustees that our new custodian is keeping track of our supplies, toilet

paper, etc., as we seem to have patrons taking whole rolls of paper and also taking our soap out of the containers in the bathrooms. George also reported that his I Pod was stolen out of his work area in the basement while it was being recharged.

Ms. Madonna also informed the Trustees that she was getting some estimates on replacing worn carpet in the stacks, lobby and the handicap entrance. Various grades of carpet will be reviewed before a purchase is made. An estimate received to do the stacks, lobby, and handicap entrance with 20 ounce carpet is $11,400.

Ms. Madonna also informed the Trustees that she is looking into possibly using the USDA Loan Pool to upfront funds needed for the window project for the interim in order to get grant money for the project.

Mrs. Pesses informed the Trustees that the AD HOC Steering Committee for the Master Renovation Project has met but nothing much has been decided yet.

Mrs. Pesses also informed the Trustees that the AD HOC Policy Committee had not met since the last Trustee's meeting.

Ms. Madonna informed the Trustees that Nicole Bullock had accepted the full time Library Clerk position and will begin full time on November 23rd. Also since the last Trustee's meeting Deborah Bucholtz announced her retirement as of November 30th after nearly 40 years of service to the Library. Nancy Woodruff also announced her retirement as of November 30th after 16 years of service to the Library. Ms. Madonna informed the Trustees that she had promoted Circe Johnson to a full time position as a Library Clerk as of December 1st. Ms. Madonna said that she feels we will need to hire one or two new part time employees to cover approximately 20 to 25 hours per week to maintain our level of service to our patrons.

Mr. Ephraim informed the Trustees that Michael Daly's "Tech Zoo" was an excellent program and also that he felt that Michael Daly was an excellent asset for the Library and its ability to offer technology programs for our patrons. Mr. Ephraim also informed the Trustees that our program "Dan the Snake Man" was well received with 170 people in attendance. Mr. Ephraim also informed the Trustees that our program "Gloversville Reads 2013" is getting started and more information will be forthcoming at future meetings.

Mr. Towne informed the Trustees that the Public Relations Committee was getting started with publicity for the "Gloversville Reads 2013" with a ballot to appear in the Leader-Herald to vote for the book you would like to read as part of the program. The Committee is also working on a display at the Fulton County Museum and planning to do some work on our website to make events at the Library and other items of interest more easily accessible. The Committee will also look into using WENT's Tri County Close Up to better market the programming going on at the Library.

Ms. Madonna informed the Trustees that she had attended several workshops at the NYLA Conference in Saratoga Springs. One of the more interesting workshops was a Civil War Classroom Project. Ms. Madonna also informed the Trustees that the Comics Connect Grant year 2 has funding for $350 for books for the Library, $150 for schools and $750 for programming.

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

Mr. Frank informed the Trustees that the Foundation Annual Meeting had been set tentatively for Thursday December 6th at 3:30 PM.

Mrs. Pesses asked if there was any old business to be brought before the Trustees. Hearing none, Mrs. Pesses informed the Trustees that with the approval of our Bylaw changes we needed to elect a Vice President of Finance. Ms. Smith nominated Mr. Fisher for the position of Vice President of Finance. Mrs. McAllister seconded this nomination and it was approved all voting aye. Ms. Batchelor made a motion, seconded by Ms. Smith, to appoint Mr. Frank to the position of Treasurer and Recording Secretary and to continue his contract for services at $8,000 per annum. This was approved all voting aye.

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

Ms. Smith made a motion, seconded by Mrs. McAllister to adjourn the meeting at 8:10 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

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Karen S. Smith
Secretary