



Gloversville Public Library
Meeting of the Board of Trustees
September 18, 2012
6:30pm
Gloversville Public Library

Pledge to the Flag

Public Comment

Presentation: Planning Study

1. Accept minutes of last meeting, August 21
2. Treasurer's Report
3. Budget and Finance
4. Friends
5. Building and Grounds
 - Custodial Worker
 - 66 E. Fulton St.
6. AD HOC Policy
 - By-laws and purchasing updates
7. Personnel Committee
 - Staffing
 - Custodial worker update
8. Program Committee
9. PR Committee
10. Director's Report
11. President's Report
12. Foundation
13. Old Business
14. New Business
15. Adjourn



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

GLOVERSVILLE PUBLIC LIBRARY

RECEIPTS

AUGUST 2012

	Budget July 1, 2012 to June 30, 2013	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Remaining Balance to be Received Curr. Year
Tax Levy	\$259,106.00	\$0.00	\$0.00	\$0.00	\$259,106.00
Investment Income	300.00	15.45	33.64	33.93	266.36
Gloversville Library Foundation Inc. - Int. & Div.	140,000.00	18,624.08	25,946.05	31,588.24	114,053.95
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	0.00	520.00	1,325.00	4,480.00
Government Affiliations	6,000.00	0.00	0.00	4,149.00	6,000.00
Fines & Miscellaneous Income	10,000.00	793.59	1,633.09	978.10	8,366.91
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>
TOTAL RECEIPTS	<u>\$430,406.00</u>	<u>\$19,433.12</u>	<u>\$28,132.78</u>	<u>\$48,074.27</u>	<u>\$402,273.22</u>
	Income Cash Reconciliation				
Income Cash Balance on August 1, 2012	<u>\$290,816.05</u>				
Plus: Receipts Per Report	19,433.12				
Less: Expenses Per Report	<u>47,326.44</u>				
Income Cash Balance on August 31, 2012	<u><u>262,922.73</u></u>				
Accounts Payable as of 08/31/12	6,583.50				
Prepaid Expenses as of 08/31/12	<u>(1,028.41)</u>				
Actual Cash Balance on August 31, 2012	<u><u>\$268,477.82</u></u>				

BUILDING FUND

Balance on August 1, 2012	\$142,317.11
Plus: Receipts:	
Interest on Money Market Account	7.40
NYS Construction Funds	2,899.00
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP - Design Development	9,184.99
AJS Masonry, Inc. - Exterior Building Repairs	23,389.08
Butler Rowland Mays Architects, LLP - Grant Work	<u>3,452.50</u>
Balance on August 31, 2012	<u><u>\$109,196.94</u></u>

Prepared By,
Michael J. Frank, Financial and Recording Secretary

Submitted By,
David R. Fisher, Treasurer

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE EXPENSES TO BUDGET

AUGUST 2012

	<u>Budget July 1, 2012 to June 30, 2013</u>	<u>Amount Expended Curr. Month</u>	<u>Amount Expended Current Year to Date</u>	<u>Amount Expended Prior Year to Date</u>	<u>Current Year Unexpended Balance</u>
Salaries - Full Time Employees	\$136,044.00	\$11,337.12	\$21,639.02	\$22,007.56	\$114,404.98
Salaries - Part Time Employees	89,180.00	6,630.69	12,473.83	13,065.70	76,706.17
Salaries - Custodians	21,840.00	983.00	1,966.00	2,169.00	19,874.00
F I C A & Medicare Tax	18,900.00	1,449.76	2,760.07	2,849.05	16,139.93
Unemployment Insurance	600.00	0.00	159.00	150.00	441.00
Disability Insurance	765.00	0.00	337.44	246.72	427.56
Medical Insurance	30,250.00	1,999.19	5,778.79	5,636.30	24,471.21
Pension Expense	27,000.00	0.00	0.00	0.00	27,000.00
Heat	12,000.00	77.25	77.25	85.66	11,922.75
Electricity	9,000.00	751.46	751.46	749.47	8,248.54
Telephone	650.00	0.00	421.23	436.33	228.77
Insurance	10,500.00	151.98	4,238.10	3,125.28	6,261.90
Books, Periodicals, etc.	45,000.00	12,023.74	17,081.93	16,935.70	27,918.07
Computer & Automation Services	17,000.00	681.98	881.96	1,231.09	16,118.04
Library, Building & Office Supplies	9,300.00	1,428.29	1,914.95	1,360.84	7,385.05
Maintenance & Repairs	13,700.00	8,707.33	8,707.33	30.00	4,992.67
Financial Secretary	8,000.00	650.00	1,300.00	1,300.00	6,700.00
Professional Fees	7,000.00	330.00	330.00	435.00	6,670.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	2,000.00	20.00	20.00	43.73	1,980.00
Events & Programming	4,500.00	15.00	37.50	727.94	4,462.50
Promotion Expense	2,000.00	20.00	20.00	210.25	1,980.00
General Expense	1,500.00	69.65	273.82	355.92	1,226.18
Restoration, etc. Expense	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSE	<u><u>\$467,729.00</u></u>	<u><u>\$47,326.44</u></u>	<u><u>\$81,169.68</u></u>	<u><u>\$73,151.54</u></u>	<u><u>\$386,559.32</u></u>

**GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS
AUGUST 2012**

<u>Check No.</u>	<u>Payee</u>		<u>Fund</u>
DM	E F T United States Treasury (2,373.17)	\$727.71	FICA & Medicare Expense
		1,645.46	Payroll
3645	Gloversville Public Library	7,287.87	Payroll
3646	Donna J. Kuhner	300.00	Petty Cash
3647	Baker & Taylor Books (12,340.94)	11,312.53	Books
		1,028.41	Prepaid Expense
3648	New York State Insurance Fund	137.18	Insurance - Worker's Comp.
3649	Electronic Office Products, Inc.	10.00	Library Supplies
3650	Unique Management Services, Inc.	69.65	G/E - Collection Expense
3651	Derby Office Equipment, Inc.	25.51	Maintenance & Repairs
3652	MVLS/SALS Joint Automation Project (935.74)	253.76	Data Base
		681.98	Computer & Automation
3653	The Leader-Herald	20.00	Promotion Expense
3654	Baker & Taylor Books	32.32	Books
3655	National Grid (828.71)	77.25	Heat
		751.46	Electric
3656	Mc Cary & Huff, LLP	330.00	Professional Fees
3657	A. Mormile & Son Plumbing & Heating, Inc.	374.70	Maintenance & Repairs
3658	Center Point Large Print	53.81	Books
3659	Glatfelter Brokerage Services	14.80	Insurance - Worker's Comp.
3660	Business Card (1,978.48)	703.31	Postage
		1,102.00	Maintenance & Repairs
		155.93	Library Supplies
		17.24	Building Supplies
3661	Gloversville Public Library	7,248.17	Payroll
3662	Michael J. Frank	650.00	Financial Secretary
3663	C D P H P	1,860.90	Medical Insurance
3664	Bonnie Edwards	15.00	Events & Programming
3665	MVLS/SALS Joint Automation Project	22.67	Gates Grant Funds
3666	AJS Masonry, Inc.	7,017.52	Maintenance & Repairs
3667	Warren Electric Supply	32.75	Building Supplies
3668	Quill Corporation	509.06	Library Supplies
3669	Audio Editions	153.32	A/V - DVDs
3670	Ghiorso & Sorrenti, Inc.	122.43	Maintenance & Repairs
DM	E F T NYS & Local Retirement System	224.60	Pension - Withholdings
DM	E F T NYS Tax Department	559.24	Payroll
DM	E F T United States Treasury (2,335.34)	722.05	FICA & Medicare Expense
		1,613.29	Payroll
DMs	Jaeger & Flynn Associates, Inc. (Reimbursements)	510.47	Medical Insurance
	CHECK PAID OUTS - AUGUST 2012	<u>48,374.35</u>	
	PETTY CASH PAID OUTS - AUGUST 2012		
	Maintenance & Repairs	65.17	
	Professional Meeting & Travel Expense	20.00	
	Newspapers (Books)	<u>218.00</u>	
	TOTAL AUGUST 2012 PAID OUTS	<u>\$48,677.52</u>	
	Less: Prepaid Expenses	(1,028.41)	
	Less: Gates Grant Funds	(22.67)	
	Less: Petty Cash Check	<u>(300.00)</u>	
	NET TO BALANCE TO EXPENSES	<u>\$47,326.44</u>	

GLOVERSVILLE PUBLIC LIBRARY

GRANTS IN PROCESS

SPECIAL LEGISLATIVE GRANT (Senator Farley)

Balance as of August 1, 2012				\$768.73
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	<u>Amount</u>	
None			0.00	
Total Expenses				<u>0.00</u>
Balance of Grant Money Left at August 31, 2012				<u><u>\$768.73</u></u>

BILL & MELINDA GATES GRANT

Balance as of August 1, 2012				\$147.86
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
MVLS/SALS Joint Automation Project	3665	License & Maint.	22.67	
Total Expenses				<u>22.67</u>
Balance of Grant Money Left at August 31, 2012				<u><u>\$125.19</u></u>

STEWART'S FOUNDATION GRANT

Balance as of August 1, 2012				\$550.00
Grant Money Received				0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
Total Expenses				<u>0.00</u>
Balance of Grant Money Left at August 31, 2012				<u><u>\$550.00</u></u>

APPROPRIATION FOR FUTURE AUDIT

Balance as of August 1, 2012				\$6,000.00
Appropriation Provided For In				0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
Total Expenses				<u>0.00</u>
Balance of Appropriation Funds Left at August 31, 2012				<u><u>\$6,000.00</u></u>

RESTORATION FUNDS RECONCILEMENT

Balance as of August 1, 2012				\$754.38
Funds Received				0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>		
None			0.00	
Total Expenses				<u>0.00</u>
Balance of Restoration Funds Left at August 31, 2012				<u><u>\$754.38</u></u>



Gloversville Public Library

Director's Report: August 2012

Barbara Madonna – Director

The Personnel Committee completed interviews for the Custodial Worker position and decided to offer the position to George Emden of Johnstown. He will start in September.

Ghiorso & Sorenti completed the Campaign Planning Study and Mary Ann Winters presented the final report at the August board meeting. Butler, Rowland and Mays Architects continue working on Design Development. The Masonry Restoration finished up and AJS Masonry installed structural netting to secure the cornice work around the front arch. Bird netting, spikes and a sonar deterrent were also installed by AJS Masonry to remove the pigeons. The City Assessor provided me with paperwork to qualify 66 E. Fulton St for tax-exempt status. Non profit ownership does not automatically classify a property as exempt. And, unfortunately, it was a dreadfully hot summer, not just a few days, but weeks without end. Somehow we made it through. Kudos go out to the staff for their dedication to the Library and the community.

Baskets for the 6th annual Friends Celebration were put out during the month. The Celebration will be held in the Library this year to showcase the work performed with past Celebration funds. Tickets remain at \$30 per person, but instead of a sit down buffet hors d'oeuvres will be served.

The Library was approached to participate in two community partnership opportunities during the month. The first came from Frank Ambrose Jr. to digitize his father's photography collection. The second came from the 4th grade teachers at Boulevard Elementary School. For the last several years, Brian DiPasquale, 4th grade teacher, has succeeded at grant writing for interactive dance projects which incorporate modern dance with storytelling. This year the teachers are looking to expand the project to include the Library.

The Summer Program wrapped up during August. Three hundred and fifty children and 50 teens sign up for the program. They read 5,310 books over the summer and over 1,000 kids and parents enjoyed 34 programs. Circulation was a bit down this year, but programming increased. I thank Bonnie and the Children's Room for all their hard work in planning and executing such a successful summer program.

Meetings and Workshops

- August 1st Interview with Daniel Zelensky
- August 2nd 1) Mary Ann Winters and Glenn Vallach, Ghiorso & Sorenti
2) Friends of the Library meeting
- August 6th 1) Chris Pesses
2) Paul Mays, Butler, Rowland and Mays Architects
- August 7th 1) Steve Rowland, Butler, Rowland and Mays Architects
- August 8th 1) Eric Trahan, Director, Mohawk Valley Library System
2) Rick Lane, Madison Wealth Managers
3) Paulette Politsch
- August 14th 1) David Briggs, NBT Insurance, Inc.
2) Lisa Hayes, Butler, Rowland and Mays Architects
3) Paul Mays, Butler, Rowland and Mays Architects
4) Chris Foss, Ferguson & Foss Surveying
- August 15th 1) Peter Betz, Fulton County Historian
2) Chris Pesses
- August 21st 1) Meeting with Sherry Gennett and Bonnie Howard
2) Board of Trustees meeting
- August 22nd 1) MVLS Board meeting
2) Paul Branson art show and open house at Johnstown Public Library

- August 23rd 1) Paul Mays, Butler, Rowland and Mays Architects
2) Frank Ambrose, Jr.
3) Brian DiPasquale, 4th grade teacher at Boulevard Elementary School
- August 24th 1) Barb Lukas, WMHT
- August 27th George Emden
- August 28th 1) Program Committee meeting
2) Capital Campaign Steering Committee
- August 30th 1) Personnel Committee meeting
2) Policy Committee meeting
3) PR Committee meeting



Gloversville Public Library

Children's Room Report: August 2012

Sherry Gennett – Head of Children's Services

The "Dream Big, Read!" summer reading program statistics will be compiled in September. Programs offered were of a wide variety and enjoyed by many. Bonnie Howards can expand the individual events that were presented. Again I want to say "Thank you" to our staff for organizing this great event.

As you know the BiblioManiacs are once again in full swing. To have such a program for teens who actually want to meet every Friday is amazing. We started a sign-up sheet for who will speak when. This technique helps us to stay on task for each one time to share. The book sharing and creative writing is ongoing. We've set dates for a Halloween Party with masquerade ball.

Our teens come in very hungry. I've provided snacks of various kinds by myself and with the help of the Library. And I have great conversations with Sandy Town, the volunteer working in the Historical Room. I had an epiphany; I knew Sandy was working with the Free Methodist food pantry so we met to discuss our needs and their potential donations. The Library is now receiving some health snacks I can put out for Bibs gatherings. Thank you to Pastor Will, his wife and their church for their kindness. I in turn will supply statistics for their reporting.

Laurel Hartwig is someone I have work with for years. We met at Head Start of Gloversville. She is now a third grade teacher at Kingsborough. When we talked a few weeks ago Laurel wanted to set up a reading corner in her new classroom. I was able to give her a variety of books to read and decide which group of books to start out the beginning of school. Her first group are the Magic Tree House series. I gave her a master copy of "How to get a Library Card" plus a blank library card with lanyard, which is on the neck of her big stuff animal positioned in the class's library, to encourage her children to get their own cards. Each month Laurel will come in and pick her next author and sign out replacements books.

All is well as we move into the school year.

Sincerely,

Miss Sherry

Gloversville Public Library

August 2012

Monthly Report

Statistics for August 2012 are as follows (figures in parentheses represent comparable figures for August 2011):

	2012	2011
<u>VISITORS</u>	11,895	(12,193)
<u>CIRCULATION</u>		
Adult Circulation	3,104	(3,298)
Teen Circulation	416	(492)
Juvenile Circulation	2,114	(2,364)
Audiobooks	393	(369)
eBooks	215	0
Music	46	(56)
Periodicals	170	(138)
Videos	1,864	(2,184)
Subtotal	<u>8,322</u>	<u>(8,901)</u>
<u>In-House Use</u>		
Adult	396	(448)
Juvenile	600	(556)
Other Materials	1,331	(1,324)
Subtotal	<u>2,327</u>	<u>(2,328)</u>
Total August Circulation	10,649	(11,229)
<u>REFERENCE QUESTIONS</u>	685	(653)
<u>MEETINGS/PROGRAMS/OUTREACH</u>		
4 Adult programs and meetings with 24 people		(5 Adult programs and meetings with 42 people)
6 Juvenile programs with 69 children		(6 Juvenile programs with 325 children)
<u>INTERLIBRARY LOAN</u>	<u>Material Borrowed</u>	<u>Material Loaned</u>
Books	963	557
AV	243	15
Total	<u>1206</u>	<u>572</u>
<u>COMPUTER USAGE</u>	1,285	(1,256) users
<u>HISTORICAL ROOM</u>		
Visitors	18	
Books Used	16	
Reference Questions	6	
Telephone Reference	0	
Letters	0	
Computer usage	0	