



Gloversville Public Library
Meeting of the Board of Trustees
March 19, 2013
6:30pm
Gloversville Public Library

Pledge to the Flag
Public Comment

1. Accept minutes of last meeting, February 2013
2. Treasurer's Report
3. Budget and Finance
403b plan
4. Friends
5. Building and Grounds
6. AD HOC Steering Committee
7. AD HOC Policy
8. Personnel Committee
9. Program Committee
10. PR Committee
11. Director's Report
12. President's Report
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: April 16th



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

February 19, 2013

The Gloversville Public Library Board of Trustees held a meeting on February 19, 2013 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, Craig Clark, Hannah McAllister, Karen Smith, David Fisher and Robin Lair. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, and Jean LaPorta, President of the Friends of the Gloversville Public Library also attended the meeting. Daniel Towne, Jr. and Elizabeth Batchelor 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 January 15, 2013. Mrs. Pesses 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 Ms. Smith, to approve the minutes as presented. This motion was approved all voting aye.

Mrs. Pesses asked Mr. Frank to review the Treasurer's Report for the month of January 2013 and the fiscal year-to-date through January 31, 2013 with the Trustees. Mr. Frank commented that our year-to-date income through January 31, 2013 is up approximately \$7,300 from last year due to having received the Medical Insurance Credit refund from the Internal Revenue Service for the prior two years. The increase in the Tax Levy over the prior year has offset the decrease in the Foundation income on a year-to-date basis. Expenses this year are up approximately \$9,700 over the prior year due primarily to the higher Pension Expense, Medical Insurance Expense and Computer and Automation Expense. Mr. Frank asked if there were any questions or comments on the financials for the month of January 2013 or the year to date through January 31, 2013. 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 we had completed our Property Tax Cap form and submitted it to the State Comptroller's Office. The calculation results in an allowable increase in our tax levy of \$5,473. Mr. Fisher made a motion, seconded by Ms. Smith, to ask the voters to approve this increase for the 2013-2014 budget. This was approved all voting aye. Mr. Frank informed the Trustees that if we stayed with this amount as an increase in our tax levy our proposed budget for the 2013-2014 year would have a shortfall of \$33,221. Mrs. McAllister made a motion, seconded by Ms. Smith, to approve the budget and to take the money needed to balance the budget from our accumulated income cash reserve. This was approved all voting aye.

Mrs. LaPorta reviewed upcoming fundraisers that are being planned by the Friends of the Gloversville Public Library. A spaghetti dinner is planned for April at The Italian Bistro, a children's program is planned for the first week of June entitled the Prince and Princess Party and the 2013 Celebration is planned for September 22nd at the Library with this year's theme being "People of the Adirondacks". Union Hall will be the primary caterer for the event. Another fundraiser "Friends at Friendly's" is also being planned for October. Mrs. LaPorta also reminded the Trustees that the Friends' newsletter will be going out in April and articles for this are due in soon.

Ms. Madonna reviewed the current balance in the Building Fund and the commitments currently outstanding for these funds. After considerable discussion Ms. Smith made a motion to approve doing the full asbestos testing from the Building Fund and to do new carpeting for the stacks and handicap entrance after the asbestos testing is completed from the Maintenance and Repairs line item in the budget and to award this project to Ruby & Quiri, Inc. This motion was seconded by Mrs. McAllister and approved all voting aye.

Mrs. Pesses informed the Trustees that the Design Development phase of the Master Renovation Project is nearing completion but is not quite finished.

Mrs. Pesses informed the Trustees that the AD HOC Steering Committee interviewed one candidate for

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.

the consultant position for the Capital Campaign today and expected to interview one to three more by February 28, 2013.

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

Ms. Madonna informed the Trustees that the current Civil Service list has three people on it. Another test has been scheduled for April 2013.

Mr. Ephraim reported that the Program Committee and Public Relations Committee had met and decided to continue as separate committees and to work on better communications between them to promote the Libraries programs and the Library in general. Mr. Ephraim informed the Trustees that the "Gloversville Reads 2013" program had 600+ votes for a book and that the winner will be announced to the public on March 15th and then the Committee will begin working on programming ideas to accompany the read. High School and Middle School teachers are on the Committee and they will be looking to other organizations to join them. Mr. Ephraim also informed the Trustees that a book discussion and a technology class will be held on February 20th, Clifford's Birthday party on the 22nd and Comics Connect will be having one program in early March and two programs in April.

Ms. Madonna informed the Trustees that it was time to approve the renewal of the Joint Automation Agreement with the Mohawk Valley Library System and the Southern Adirondack Library System. Mrs. Lair made a motion, seconded by Mrs. McAllister, to approve the signing of the Agreement. This was approved all voting aye.

Mrs. Pesses informed the Trustees that the Gloversville Library Foundation had agreed to provide \$50,000 to help with the first year's expenses related to the startup expenses for the Capital Campaign.

Mr. Frank informed the Trustees that the Foundation had met on February 13th and would be meeting again in late April.

Ms. Madonna passed around a thank you note from Nancy Woodruff for her retirement gift.

Ms. Smith informed the Trustees that she would not be seeking reelection this year to the Library Board of Trustees but was hoping to be asked to be a member of the Foundation's Board of Directors.

The next meeting of the Board of Trustees will be held on March 19, 2013 at 6:30 PM.

Mr. Fisher made a motion, seconded by Ms. Smith to adjourn the meeting at 8:25 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Karen S. Smith
Secretary

GLOVERSVILLE PUBLIC LIBRARY

RECEIPTS

FEBRUARY 2013

	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	\$259,106.00	\$253,200.00	\$0.00
Investment Income	300.00	15.88	136.31	163.34	163.69
Gloversville Library Foundation Inc. - Int. & Div.	140,000.00	19,546.05	99,344.25	106,023.03	40,655.75
Gloversville Library Foundation Inc. - Don. Reg.	5,000.00	750.00	7,560.00	7,145.00	(2,560.00)
Government Affiliations	6,000.00	985.00	7,257.99	5,965.00	(1,257.99)
Fines & Miscellaneous Income	10,000.00	954.49	7,124.24	6,631.51	2,875.76
U.S. Treasury - Medical Ins. Credit Refunds	0.00	0.00	7,482.00	0.00	(7,482.00)
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	<u>\$430,406.00</u>	<u>\$22,251.42</u>	<u>\$398,010.79</u>	<u>\$389,127.88</u>	<u>\$32,395.21</u>
	Income Cash Reconcilement				
Income Cash Balance on February 1, 2013	<u>\$436,810.09</u>				
Plus: Receipts Per Report	22,251.42				
Less: Expenses Per Report	<u>32,766.24</u>				
Income Cash Balance on February 28, 2013	<u>426,295.27</u>				
Accounts Payable as of 02/28/13	0.00				
Prepaid Expenses as of 02/28/13	<u>(5,774.94)</u>				
Actual Cash Balance on February 28, 2013	<u>\$420,520.33</u>				

BUILDING FUND

Balance on February 1, 2013	\$142,514.54
Plus: Receipts:	
Interest on Money Market Account	5.27
Donations From Gloversville Library Foundation, Inc.	2,000.00
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP - Design Development	<u>6,260.75</u>
Balance on February 28, 2013	<u>\$138,259.06</u>

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
David R. Fisher, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE EXPENSES TO BUDGET

FEBRUARY 2013

	Budget July 1, 2012 to June 30, 2013	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$136,044.00	\$13,386.94	\$94,117.45	\$88,030.24	\$41,926.55
Salaries - Part Time Employees	89,180.00	3,928.61	43,168.65	53,673.15	46,011.35
Salaries - Custodians	21,840.00	1,820.00	13,624.75	8,435.00	8,215.25
F I C A & Medicare Tax	18,900.00	1,463.86	11,703.38	11,494.09	7,196.62
Unemployment Insurance	600.00	162.25	480.25	459.00	119.75
Disability Insurance	765.00	0.00	629.52	584.16	135.48
Medical Insurance	30,250.00	1,231.22	18,289.58	15,322.62	11,960.42
Pension Expense	27,000.00	0.00	19,895.50	16,196.75	7,104.50
Heat	12,000.00	1,519.37	3,896.40	4,208.85	8,103.60
Electricity	9,000.00	961.20	4,934.83	4,249.40	4,065.17
Telephone	650.00	64.49	1,199.42	1,457.10	(549.42)
Insurance	10,500.00	733.26	9,018.77	6,087.14	1,481.23
Books, Periodicals, etc.	45,000.00	3,899.08	30,445.50	34,719.77	14,554.50
Computer & Automation Services	17,000.00	727.70	13,601.94	8,886.86	3,398.06
Library, Building & Office Supplies	9,300.00	1,475.24	8,258.36	7,605.60	1,041.64
Maintenance & Repairs	13,700.00	146.00	3,216.21	537.08	10,483.79
Financial Secretary	8,000.00	650.00	5,300.00	5,200.00	2,700.00
Professional Fees	7,000.00	165.00	915.00	1,050.00	6,085.00
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	2,000.00	28.42	1,397.17	1,264.40	602.83
Events & Programming	4,500.00	324.00	711.50	1,911.94	3,788.50
Promotion Expense	2,000.00	0.00	1,525.34	883.50	474.66
General Expense	1,500.00	79.60	1,345.63	1,102.52	154.37
Restoration, etc. Expense	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSE	<u>\$467,729.00</u>	<u>\$32,766.24</u>	<u>\$287,675.15</u>	<u>\$273,359.17</u>	<u>\$180,053.85</u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

FEBRUARY 2013

<u>Check No.</u>	<u>Payee</u>		<u>Fund</u>
DM	E F T United States Treasury (2,361.00)	\$734.00	FICA & Medicare Expense
		1,627.00	Payroll
3836	Gloversville Public Library	6,982.70	Payroll
3837	NYS Child Support Processing Center	235.08	Child Support
3838	First Nonprofit Unemployment Program (412.25)	250.00	Cash Reserve
		162.25	Unemployment Insurance
3839	Barb Lukas	50.00	Events & Programming
3840	Michael Daly	25.00	Events & Programming
3841	Audrey Kupferberg	200.00	Events & Programming
3842	Gloversville True Value Hardware	83.56	Building Supplies
3843	Unique Management Services, Inc.	79.60	G/E - Collection Expense
3844	National Grid (2,480.57)	1,519.37	Heat
		961.20	Electric
3845	Electronic Office Products, Inc.	10.00	Library Supplies
3846	Center Point Large Print	50.89	Books
3847	Frontier Communications	64.49	Telephone
3848	Mohawk Valley Library System	1,021.70	Computer & Automation
3849	Baker & Taylor Books	1,535.53	Books
3850	Apple Books	1,565.77	Books
3851	Quill Corporation	187.91	Library Supplies
3852	Mc Cary & Huff, LLP	165.00	Professional Fees
3853	Business Card (1,105.58)	20.00	Computer & Automation
		271.00	Postage
		548.98	Library Supplies
		82.21	Building Supplies
		24.00	Events & Programming
		159.39	A/V - CDs
3854	Donna J. Kuhner	250.00	Petty Cash
3855	Gloversville Public Library	6,941.55	Payroll
3856	NYS Child Support Processing Center	235.08	Child Support
3857	Carol Cownie	25.00	Events & Programming
3858	Michael J. Frank	650.00	Treasurer & Recording Secretary
3859	Sherry J. Gennett	28.42	Prof. Meetings & Travel Expense
3860	C D P H P	2,102.83	Medical Insurance
3861	Image Integrator, LLC (825.00)	291.58	Library Supplies
		533.42	Prepaid Expense
3862	Palmateer Trucking & Container Service	146.00	Maintenance & Repairs
3863	Apple Books	299.50	Books
3864	Peerless Insurance Company (1,214.16)	733.26	Insurance
		480.90	Prepaid Expense
DM	E F T NYS & Local Retirement System	247.84	Pension - Withholdings
DM	E F T NYS Tax Department	637.34	Payroll
DM	E F T United States Treasury (2,344.72)	729.86	FICA & Medicare Expense
		1,614.86	Payroll
DMS	Jaeger & Flynn Associates, Inc. (Reimbursements)	213.17	Medical Insurance
	CHECK PAID OUTS - FEBRUARY 2013	<u>34,777.24</u>	
	PETTY CASH PAID OUTS - FEBRUARY 2013		
	Newspapers (Books)	<u>288.00</u>	
	TOTAL FEBRUARY 2013 PAID OUTS	<u>\$35,065.24</u>	
	Less: Prepaid Expense	(1,014.32)	
	Less: Cobra Reimbursement Bucholtz	(470.68)	
	Less: Rebate New Computers	(314.00)	
	Less: Unemp. Cash Reserve	(250.00)	
	Less: Petty Cash Check	<u>(250.00)</u>	
	NET TO BALANCE TO EXPENSES	<u>\$32,766.24</u>	

GLOVERSVILLE PUBLIC LIBRARY

GRANTS IN PROCESS

SPECIAL LEGISLATIVE GRANT (Senator Farley)

Balance as of February 1, 2013				\$0.00
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>	<u>0.00</u>
Balance of Grant Money Left at February 28, 2013				<u><u>\$0.00</u></u>

BILL & MELINDA GATES GRANT

Balance as of February 1, 2013				\$0.00
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>	<u>0.00</u>
Balance of Grant Money Left at February 28, 2013				<u><u>\$0.00</u></u>

STEWART'S FOUNDATION GRANT

Balance as of February 1, 2013				\$0.00
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>	<u>0.00</u>
Balance of Grant Money Left at February 28, 2013				<u><u>\$0.00</u></u>

APPROPRIATION FOR FUTURE AUDIT

Balance as of February 1, 2013				\$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>	<u>0.00</u>
Balance of Appropriation Funds Left at February 28, 2013				<u><u>\$6,000.00</u></u>

RESTORATION FUNDS RECONCILEMENT

Balance as of February 1, 2013				\$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>	<u>0.00</u>
Balance of Restoration Funds Left at February 28, 2013				<u><u>\$754.38</u></u>



Mike Frank completed our tax cap calculation and submitted it to the NYS Comptroller's Office. This year we are within the limit to increase by levy by 2.1%. At the monthly Board meeting the Trustees agreed to a tax levy of \$ 264,579, which is an increase of 2.1% or \$5,473. This will go before the voters May 1st.

Voting for the 2013 READ title concluded in February with 636 people voting for their favorite of 5 finalists; Sarah's Key; She Said Yes: The Unlikely Martyrdom of Cassie Berhand; Elsewhere: A Memoir by Richard Russo; A Dog's Purpose and Following Atticus. The winner along with the associated programming will be announced on March 15th.

The Steering Committee is continuing their work and the Foundation gifted \$50,000 to the committee for the purposes of hiring a campaign consultant.

I noted while reviewing the February statistics that visitor counts and videos were down significantly (1,971 & 934) while computer use had risen (162).

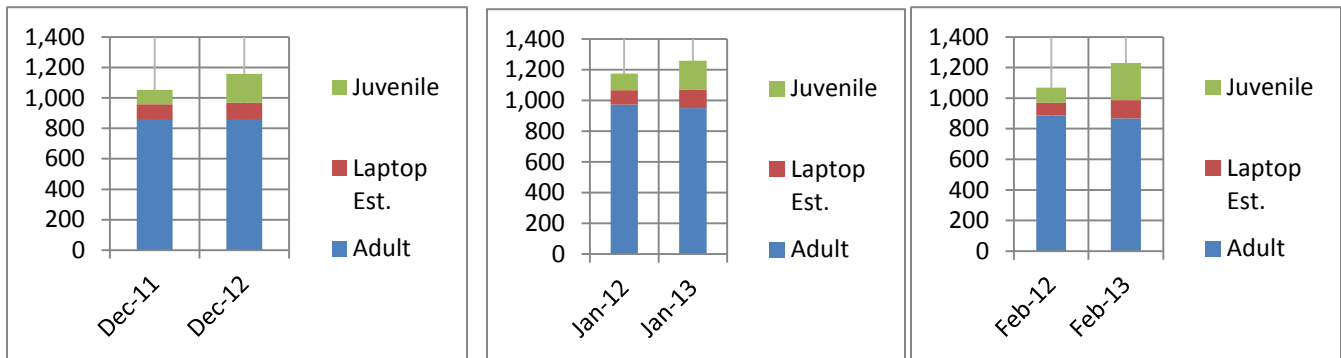
Video use last month when compared to January 2012 was also down, by 644 items. We can attribute the decrease in video circulation to the 5 item limit we now place on borrowing of DVDs. Fewer DVDs does not necessarily mean fewer visitors. In fact, one might think that with a 5 item limit, patrons would need to return more frequently to stock up.

COMPUTER USE - ANALYSIS

	2012&2013				2011&2012			
	Adult	Laptop Est.	Juvenile	Total	Adult	Laptop Est.	Juvenile	Total
Dec	854	114	190	1,158	856	102	95	1,053
Jan	949	119	189	1,257	972	94	108	1,174
Feb	868	120	242	1,230	886	84	98	1,068

("Adult" means teens and adults using the Library's computers.)

Adult use of the computers is pretty steady and follows the same trends each year. Laptop use is up a bit, but juvenile use is skyrocketing. Use of the new computers provided by the Friends for the Children's Room resulted in a 150% increase in computer used in February 2013 over 2012.



Adult programming and attendance is down from February 2012. Children's programming is up, but not enough to balance out the visitor counts between 2012 and 2013.

Meetings and Workshops

- Feb 1st 1) Paul Mays, Butler, Rowland and Mays Architects LLC
 2) Lisa Hayes, Butler, Rowland and Mays Architects LLC
 3) PR Committee meeting
- Feb 5th 1) Michael Frank
 2) Sharon O'Brien, MVLS
 3) Kathryn McCary, McCary & Huff
 4) Proctor
 5) PR Committee meeting
- Feb. 6th Steering Committee meeting
- Feb 7th Friends of the Library meeting
- Feb 12th Chris Pesses
- Feb 13th Foundation Board meeting
- Feb 14th 1) Jay Ephriam
 2) Michael Frank
- Feb 15th Gloversville READS! 2013 meeting
- Feb 19th Board of Trustees meeting
- Feb 21st 1) Valerie Beck, Ambient Environmental
 2) Neal Solomon, WealthPro
 3) Joan Wicks, AWE
 4) Frontier Communications
- Feb 26th 1) Ginni Mazur
 2) Gloversville READS! 2013 meeting
- Feb 27th Program Committee meeting



Gloversville Public Library

Children's Room Report: February 2013

Sherry Gennett – Head of Children's Services

February may have been a short month but there were a lot of meetings, events, class visits and outreach going on.

Rainbow preschool made their annual educational visit to the children's room. I'm very glad to see this group because in order to make it possible the parents had to drive their children. They saw and experience many things one could do here. Computer games, books, puzzles, magazines and more are some of the activities we can enjoy. They also learn how to get a library card.

"Take your child to the Library Day" was held on February 2nd. I spent the day reading to children as they came in. We issued a few new library cards that day. Crafts were put out to enjoy along with PR information and monthly calendars they can find at our main circulation desk each month.

The Summer Reading Program is coming up fast. Bonnie and I got together with our staff and went over dates and ideas. I like brain storming with them. It makes this event more enjoyable when everyone has a say in it.

Barbara Lukas from PBS WMHT offered the Clifford workshop for our children. We used a signup sheet to track numbers and make reminder calls of the event. Barbara did a literary program using books, videos and several crafts to engage the parents and children.

Gloversville Public Library
February 2013
Monthly Report

Statistics for February 2013 are as follows (figures in parentheses represent comparable figures for February 2012):

	2013	2012
<u>VISITORS</u>	7,735	(9,706)
<u>CIRCULATION</u>		
Adult Circulation	2,362	(2,587)
Teen Circulation	313	(256)
Juvenile Circulation	1,795	(1,939)
Audiobooks	286	(239)
eBooks	219	0
Music	24	(78)
Periodicals	130	(91)
Videos	1,364	(2,172)
Subtotal	6,493	(7,362)
<u>In-House Use</u>		
Adult	450	(400)
Juvenile	471	(670)
Other Materials	1,238	(1,341)
Subtotal	2,159	(2,411)
Total February Circulation	8,652	(9,773)

<u>REFERENCE QUESTIONS</u>	562	(551)
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MEETINGS/PROGRAMS/OUTREACH

4 Adult programs and meetings with 42 people (16 Adult programs and meetings with 180 people)
 12 Juvenile programs with 215 children (7 Juvenile programs with 128 children)

<u>INTERLIBRARY LOAN</u>	<u>Material Borrowed</u>	<u>Material Loaned</u>
Books	808	571
AV	230	17
Total	1038	588

<u>COMPUTER USAGE</u>	1,230	(1,068) users
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VOLUNTEERS

HISTORICAL ROOM

Visitors	6
Books Used	20
Reference Questions	2
Telephone Reference	0
Letters	0
Computer usage	0