



Minutes of the Gloversville Public Library Board of Trustees Meeting

July 23, 2013

The Gloversville Public Library Board of Trustees held a meeting on July 23, 2013 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 7:05 P.M.

The following trustees were present: Christine Pesses, Vincent De Santis, Hannah McAllister, Craig Clark, Elizabeth Batchelor, Jay Ephraim, David Fisher and Robin Lair. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library and Nancy Krawczeski, representing the Friends of the Gloversville Public Library also attended the meeting.

Mr. Fisher, President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

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

Mr. Fisher asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on June 18, 2013. Mr. Fisher 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.

Mr. Fisher asked Mr. Frank to review the Treasurer's Report for the month of June 2013 and the fiscal year-to-date through June 30, 2013 with the Trustees. Mr. Frank commented that our year-to-date income through June 30, 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 partially offset the decrease in the Foundation income on a year-to-date basis. Mr. Frank also commented that our year-to-date income through June 30, 2013 has exceeded our budgeted amount for the full fiscal year by approximately \$12,200. Expenses this year are up approximately \$35,400 over the prior year due primarily to the higher Pension Expense, Medical Insurance Expense, Building and Contents Insurance, Maintenance & Repairs and Computer and Automation Expense. Salaries are also higher this year due primarily to the addition of a full time custodian which was planned for in preparing the current year's budget. Part of this increase has been offset by lower Books and Periodicals Expense. Mr. Frank asked if there were any questions or comments on the financials for the month of June 2013 or the year to date through June 30, 2013. Hearing none, Mr. De Santis made a motion, seconded by Mrs. McAllister, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Frank also reviewed the year end cash position with the Trustees. After some discussion about items needing to be done in conjunction with the Master Plan renovations Ms. Batchelor made a motion that we transfer \$50,826.12 from the General Fund Money Market Account to the Building Fund Money Market Account. Mrs. Pesses seconded this motion and it was approved all voting aye.

Mr. Frank also reported to the Trustees that he had filed our Annual Financial Report with the State of New York Office of The State Comptroller on Monday July 22, 2013.

Ms. Krawczeski informed the Trustees that the plans for the Celebration to be held at the Library on September 22, 2013 are coming along nicely and that two Mega Baskets will be raffled this year. Ms. Krawczeski also informed the Trustees that the Friends are planning a fundraiser during National Friends Week in October with a "Friends at Friendly's" day. Ms. Krawczeski also reported that the Prince and Princess Program held in the Children's Room on June 28th had 37 children in attendance. Ms. Madonna reported that sometime after the fundraiser program the proceeds were stolen from the Library along with a Nook.

Ms. Madonna reviewed the results of the bids for the Library window project. Mrs. Pesses made a motion to accept the lowest responsible bidder received on July 9, 2013 for the Window Replacement project with a Base Bid of \$189,250, plus Alternate #1 of \$43,250, plus Alternate #2 of \$43,250, plus Alternate #3 of \$44,125, for a total of \$319,875 with the condition the contractor use Eagle Window products per the drawings and specifications dated June 14, 2013. Furthermore, we authorize Butler, Rowland and Mays Architects, LLP of Ballston Spa, New York to draw up a contract between the Gloversville Public Library and the lowest responsible bidder pending receipt of the requested insurance and bonds listed in the front of the above referenced drawings and specifications. Mrs. McAllister seconded this motion and it was approved all voting aye.

Barbara Madonna
Library Director

2013-2014
Board of Trustees

Elizabeth Batchelor

Craig Clark

Vincent DeSantis

Jay Ephraim

David Fisher

Robin Lair

Hannah McAllister

Christine Pesses

Ms. Madonna informed the Trustees that Paulette Politsch had donated another \$50,000 from the Lloyd B. and Paulette E. Politsch Trust to be used for the window project. Ms. Madonna also informed the Trustees that there are still problems with the new carpeting and that we are holding on the bill from Ruby & Quiri, Inc. until it is resolved to our satisfaction.

Mrs. Pesses informed the Trustees that she had been appointed to be the Capital Campaign Chairperson. Mrs. Pesses also informed the Trustees that Matt Blumenfeld had been coming regularly to work on getting the Campaign up and running. A meeting is being planned with NBT Bank, the Mayor of Gloversville, and the President of Fulton-Montgomery Community College to inform them about our project. Ellen Wood and David Heacock will be heading up the Family Division of the Capital Campaign. Matt Blumenfeld is also reviewing the possibilities of the Library being eligible for the New Market Tax Credit program. The Capital Campaign Steering Committee is also looking for an Administrative Assistant to handle recordkeeping for the Campaign.

Mr. Fisher reviewed the changes that were made to our Budget Development and Expenditure Policy now that we have a Treasurer who is not an elected member of the Board of Trustees of the Library. Mrs. Pesses made a motion to accept this Policy with the changes noted. Mrs. Lair seconded this motion and it was approved all voting aye.

Mrs. Lair informed the Trustees that Ms. Madonna's review was temporarily on hold until new Personnel Committee members are chosen.

Mr. Ephraim informed the Trustees that many programs were being held in the Children's Room so far this summer and that the book discussions are continuing to be held. A new box on the Library's Web Site automatically lists the next five programs scheduled as pulled from our calendar of events. Mr. Ephraim also said that he felt that the Program Committee should connect with the Steering Committee to promote the Library through events and programs and reminded the Trustees that during this time, especially, everyone should remember to speak highly of the Library and our value to the Community.

Ms. Madonna informed the Trustees that she was hearing unhappiness from the D'Errico Family about the lack of adequate recognition for the sizeable gift given by the family in memory of Dr. Derrico in 2005. His name has been added to our plaque but they assumed more recognition would have been made due to the size of their donation. Mr. Fisher felt that we need to revisit our policy at a future meeting regarding donations.

Mr. Fisher informed the Trustees that we need to advertise the opening on the Board of Trustees created by Daniel Towne, Jr.'s resignation so that the Board can interview and appoint someone to fill the vacancy until the next election in May 2014.

Mr. Frank informed the Trustees that the Gloversville Library Foundation board had not met since our last meeting.

Mr. De Santis informed the Trustees that he had noted that our trees around the Library building needed trimming and that he would do it if the Board approved. This was approved by all with a special thank you for his generous offer.

The next meeting of the Board of Trustees will be held on August 20, 2013 at 6:30 PM.

Mrs. Pesses made a motion, seconded by Mrs. McAllister to adjourn the meeting at 9:10 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Christine Pesses
Secretary