



Minutes of the Gloversville Public Library Board of Trustees Meeting

September 17, 2013

The Gloversville Public Library Board of Trustees held a meeting on September 17, 2013 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:52 P.M.

The following trustees were present: Christine Pesses, Vincent De Santis, Hannah McAllister, 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 Jean LaPorta, President of the Friends of the Gloversville Public Library also attended the meeting. Craig Clark was excused from the meeting. Six members of the Participation in Government class from the Johnstown High School 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 August 20, 2013. Mr. Fisher asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. McAllister made a motion, seconded by Mrs. Pesses, 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 August 2013 and the fiscal year-to-date through August 31, 2013 with the Trustees. Mr. Frank commented that our year-to-date income through August 31, 2013 is down slightly from last year due primarily to a decrease in income received from the Gloversville Library Foundation. Expenses this year are down approximately \$12,000 over the prior year due primarily to the payment of Baker & Taylor's lease plan in August of 2012 which was not paid until September of 2013. Higher Salaries and Employee Benefits in this fiscal year offset some of this decline from last year. Mr. Frank asked if there were any questions or comments on the financials for the month of August 2013 or the year to date through August 31, 2013. Hearing none, Mrs. McAllister made a motion, seconded by Mrs. Pesses, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Frank reviewed the Library's 990 Non-Profit tax return for the fiscal year ending June 30, 2013. Mr. Frank informed the Trustees that our Medical Insurance refund due from the Internal Revenue Service this year is \$4,503 as compared to \$3,857. This increase is due to more employees being covered in the Medical Insurance Plan.

Mr. Fisher informed the Trustees that we had received a letter from the NYS Comptroller's Office informing us that they would be coming to audit the Library sometime in the next few weeks. Mr. Fisher informed the Trustees that he and Mr. Frank had met with Phil Beckett to review the list of items that they will pick from for their audit.

Mrs. LaPorta informed the Trustees that the Friends will be holding a fundraiser on October 22nd at the Friendly's in Johnstown. The Friends will receive 20% of all checks presented with a certificate. The Friends Celebration at the Library is this Sunday, September 22nd from Noon to 2:00 PM. Baskets for the Celebration Fundraiser are done and on display in the Library and tickets to win one of them are being sold. Mrs. LaPorta informed the Trustees that National Friends Week is October 21st through October 26th this year and that the Friends have several events planned at the Library during the week.

Ms. Madonna informed the Trustees that she had met with the architect and the contractor, Eastern Building and Restoration, Inc. last Friday and that the contractor did some measuring of the windows to be replaced while they were here.

Ms. Madonna informed the Trustees that she has sent in the 2013-2015 New York State construction grant application for three projects which will increase patron accessibility to Library programs and services. The first project will improve 66 E. Fulton Street, the new lot the Library acquired at auction last year. The second project is to increase patron access to digital resources by upgrading the Library's wireless service. The third project is for patron comfort outside the building through the addition of two park benches. Ms. Madonna informed the Trustees that 75% of this could be funded through grant funds depending on what is available and awarded to us.

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

Mrs. Pesses Informed the Trustees that at our meeting last Tuesday with Matt Blumenfeld, our Consultant and two accountants and an attorney from New York City regarding the New Markets and Historic Tax Credits it was emphasized by all of them that we need to get our Construction Documents done as soon as possible so we will be ready to proceed with the applications for these credits. Ms. Batchelor made a motion, seconded by Mrs. Pesses, to approve having Butler, Rowland Mays Architects proceed with the Construction Documents. This was approved all voting aye.

Mrs. Pesses informed the Trustees that her report from the Steering Committee was sent out to the Trustees last week via email. Mrs. Pesses informed the Trustees that The Steering Committee had mailed out the first group of fundraiser solicitations to the group considered "Friends and Family" The Friends and Family Division has been doing personal visits with this group to review the project and see if any questions arise out of these visits. The next phase of solicitations will be the Leadership Gifts solicitations.

Mr. Fisher informed the Trustees that the AD HOC Policy Committee had not met since our last meeting of the Trustees but would need to meet soon to discuss our policy on donation recognition and our policy on damaged books.

Mrs. Lair informed the Trustees that there was no report from the Personnel Committee.

Mr. Ephraim informed the Trustees that the Program Committee appreciated the help with this year's programs received from volunteers. Mr. Ephraim also mentioned that the Program Committee would be working on ideas for the 2014 Gloversville Reads Program soon.

Mrs. McAllister informed the Trustees that the Promotion Committee had not been able to meet prior to the Trustee's meeting this month but that she had met with Ms. Madonna to discuss the needs of the Library in general. Mrs. McAllister distributed her report for the Trustees to review.

Ms. Madonna informed the Trustees that the Workforce Literacy Grant was up and running. Two people attended the Workforce Skills Class and two people attended the Computer Course Class. Ms. Madonna felt that the Library would need to spend some money on publicizing this program in order to have better attendance.

Mr. Fisher informed the Trustees that he had talked to Rick Ruby about the carpet problems and had been informed by him that the carpet had not been trimmed properly when manufactured and that the trimming done by the installers would not harm the life of the carpet. The Trustees agreed that Mr. Frank should pay the bill that he has been holding in accounts payable.

Mr. Frank informed the Trustees that the Gloversville Library Foundation had not met since our last meeting but that the Finance Committee will be meeting on October 1st.

Mr. Fisher informed the Trustees that we had gotten one application to review for the Trustee opening and that the Executive Committee would meet with the candidate to interview her.

The next meeting of the Board of Trustees will be held on October 15, 2013 at 6:30 PM.

Ms. Batchelor made a motion, seconded by Mrs. Pesses to adjourn the meeting at 8:35 P.M. This was approved all voting aye.

Michael J. Frank
Recording Secretary

Christine Pesses
Secretary