

Gloversville Public Library  
Meeting of the Board of Trustees  
July 23, 2013  
6:30 pm  
Gloversville Public Library

Organization Meeting Agenda

Meeting presided by: Treasurer and Recording Secretary Michael Frank  
Pledge of Allegiance

- Oath of Office to New Trustees
  - Vincent DeSantis – 5 year term
  
- Election of Officers
  - President \_\_\_\_\_
  - (President takes over presiding meeting.)
  - Vice President \_\_\_\_\_
  - VP of Fianance \_\_\_\_\_
  - Secretary \_\_\_\_\_

Do we have a motion to move items 3-10 as set in the agenda?

- Contract with Library Director
  - Motion to renew the contract with Barbara Madonna for the position as library director for the 2013-2014 fiscal year.
  - Motion to set compensation for Ms. Barbara Madonna at \$54,000 for the 2013-2014 fiscal year.
  
- Contract with Financial and Recording Secretary
  - Motion to renew the contract with Michael Frank as Treasurer and Recording Secretary .
  - Motion to set compensation for Michael Frank at \$8,000 for the 2013-2014 fiscal year.
  
- Set regular meeting time and date.
  - Motion to set the 3<sup>rd</sup> Tuesday of the month at 6:30 pm as the regular meeting time and date.
  
- Set Bank of Record
  - Motion to declare NBT as the Gloversville Public Library's bank of record.
  - Motion to authorize the PResident, Vice President, Vice PResident of Finance, Secretary and Treasurer to be signatories on the bank accounts at NBT for the Gloversville Public Library.
  - Motion to allow business with other banking institutions with board approval.
  - Motion to authorize Michael Frank, or the above signatories as signatories on the payroll account at NBT for the Gloversville Public Library.

- Set Newspaper of Record
  - Motion to declare the Leader-Herald as the newspaper of record for the Gloversville Public Library. All legal notices and notices of meetings will be in the Leader-Herald.
  
- Set Insurance Agencies
  - Motion to declare NBT Insurance Agency. to be the agent for the Gloversville Public Library for the following types of coverage:
    - Director and Officers Insurance policy,
    - Business & Personal Property, General Liability, and Umbrella policies, and Fine Arts Floater.
    - Disability insurance policy
  - Motion to declare New York State Public Entities Public Safety Group 497 the insurance carrier for the Library Workman's Compensation policy.
  - Motion to declare the First Non-profit Companies the administrator for the Library's unemployment insurance.
  - Motion to declare Jaeger and Flynn Associates, Inc. the administrator for the Library's health insurance.
  
- Indemnification of Library Trustees
  - Motion to adopt the indemnification of Gloversville Public Library Trustees as provided by New York State Public Officers Law Section 18.
  
- Set Date of Gloversville Public Library Vote
  - Motion to declare the 1st Tuesday in May, 2014 as the date for the Gloversville Public Library Vote.
  
- Elect 2 Representatives to the Gloversville Library Foundation Board.
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  -
  
- Establish Standing Committees
  - Executive Committee
    - Pres. \_\_\_\_\_
    - Vice-Pres. \_\_\_\_\_
    - VP of Finance \_\_\_\_\_
    - Sec. \_\_\_\_\_
  
  - Budget and Finance
    - Chair:
  
  - Buildings and Grounds
    - Jay Ephraim, Chair
  
  - Personnel

1. Chair:

- Public Relations
  - Chair:
- Program
  - Jay Ephraim, Chair
- Policy
  - 1.

13. Miscellaneous

- Calendar: Holiday Observances
  - Motion to designate the Library Director to be the appointing authority for Civil Service employment actions.
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- Adjourn



## Minutes of The Organizational Meeting of The Gloversville Public Library

July 23, 2013

The Organizational Meeting of the Gloversville Public Library was held on July 23, 2013 at 6:30 P.M. in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York.

The following, having been elected by the voters of the Gloversville Enlarged School District, were in attendance: Jay Ephraim, Hannah McAllister, Craig Clark, David Fisher, Christine Pesses, Vincent De Santis, Elizabeth Batchelor 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. Daniel Towne, Jr., having resigned effective July 15, 2013, was excused from the meeting.

Mr. Frank, acting as temporary chairman of the meeting, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mr. Frank, a notary public, administered the Oath of Office to the newly-elected trustee, Vincent De Santis, who was elected to a five-year term.

Mr. Frank asked for nominations for the position of President of the Board of Trustees. Mrs. Pesses nominated Mr. Fisher for the position of President of the Board of Trustees. Ms. Batchelor seconded the nomination for the position of President. Hearing no other nominations, Mr. Frank called for a vote for the office of President. This was approved all voting aye. At this point in the meeting Mr. Fisher began presiding. The following Trustees were nominated to the other respective officer positions and were approved as follows: Mrs. Lair nominated Ms. Batchelor for the position of Vice President. Mrs. Pesses seconded this nomination and it was approved all voting aye. Mrs. Pesses nominated Mr. Clark for the position of Vice President of Finance. Mrs. Lair seconded this nomination and it was approved all voting aye. Mr. De Santis nominated Mrs. Pesses for the position of Secretary. Mrs. Lair seconded this nomination and it was approved all voting aye.

Mr. Fisher presented the following items to the Trustees for review:

1. Contract with Library Director

Motion to renew the contract with Ms. Barbara Madonna for the position as Library Director for the 2013-2014 fiscal year.

Motion to set compensation for Ms. Barbara Madonna at \$54,000 for the 2013-2014 fiscal year.

2. Contract with Treasurer and Recording Secretary

Motion to renew the contract with Michael J. Frank as Treasurer and Recording Secretary for the 2013-2014 fiscal year.

Motion to set compensation for Michael J. Frank at \$8,000 for the 2013-2014 fiscal year.

3. Set Regular Meeting Time and Date

Motion to set the third Tuesday of the month at 6:30 PM as the regular meeting time and date.

4. Set Bank of Record

Motion to declare National Bank and Trust Company (NBT) as the Gloversville Public Library's bank of record for the fiscal year 2013-2014.

Motion to authorize the President, Vice President, Vice President of Finance, Treasurer and Secretary to be signatories on the bank accounts at NBT for the Gloversville Public Library.

Motion to authorize Michael J. Frank, Treasurer to be the primary signer on all checks and withdrawals on the Library's bank accounts with the provision that all checks and withdrawals be cosigned by an officer.

Motion to allow business with other banking institutions with board approval.

5. Set Newspaper of Record

Motion to declare the Leader-Herald as the newspaper of record for the Gloversville Public Library. All legal notices and notices of meetings will be in the Leader-Herald.

6. Set Insurance Agency

Motion to declare NBT Insurance Agency to be the insurance agent for the

Gloversville Public Library for the following types of coverage: Director and Officer's Liability policy, Fine Arts policy, Commercial policy, General Liability policy, Disability policy and Umbrella policy. To declare New York State Public Entities Safety Group 497 the insurance agent for the Library Workman's Compensation policy. To declare the First Nonprofit Companies the administrator for the Library's Unemployment insurance. To declare Jaeger & Flynn the administrator for the Library's Health Insurance policy.

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

7. Indemnification of Library Trustees

Motion to adopt the indemnification of Gloversville Public Library Trustees as provided by New York State Public Officers Law Section 18.

8. Set Date of Gloversville Public Library Vote

Motion to declare the 1<sup>st</sup> Tuesday in May 2014 as the date for the Gloversville Public Library vote.

Mrs. Pesses made a motion, seconded by Mr. De Santis, to approve items 1 through 8 above. This was approved all voting aye.

Mrs. Pesses made a motion, seconded by Mrs. Lair, to have Mr. Fisher and Mrs. McAllister represent the Library as our liaisons to the Gloversville Library Foundation Board for the fiscal year ending June 30, 2014. This was approved all voting aye.

Mr. Fisher appointed the following Trustees to fill the Committee Chair positions:

Executive Committee – The Officers (President, VP, VP of Finance and Secretary)

Budget and Finance – Mr. Clark

Building and Grounds – Mr. Ephraim

Personnel – Mrs. Lair

Public Relations – Mrs. McAllister

Programming – Mr. Ephraim

Policy Committee – Mr. Fisher

Mrs. Pesses made a motion, seconded by Ms. Batchelor, to close the Library on all Federal Holidays and to close the Library at 1:00 PM on the day prior to New Year's day, Thanksgiving and Christmas. This was approved all voting aye.

Mrs. Lair made a motion, seconded by Ms. Batchelor, to designate the Library Director to be the appointing authority for Civil Service employment actions. This was approved all voting aye.

Ms. Batchelor made a motion, seconded by Mrs. Lair to adjourn the meeting at 7:05 P.M. This was approved all voting aye.

Michael J. Frank  
Recording Secretary

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Christine Pesses  
Secretary