



Minutes of the Gloversville Public Library Board of Trustees Meeting

October 15, 2013

The Gloversville Public Library Board of Trustees held a meeting on October 15, 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, Craig Clark, Elizabeth Batchelor, David Fisher, Eleanor Brooks 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. Jay Ephraim, Vincent De Santis and Hannah McAllister were excused from 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 September 17, 2013. Mr. Fisher asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Ms. Batchelor made a motion, seconded by Mrs. Pesses, to approve the minutes as presented. This motion was approved all voting aye.

Mr. Fisher introduced Eleanor Brooks to the Trustees as the Executive Committee's recommendation to fill the vacancy on the Board of Trustees until the next election in May 2014. After the Trustees welcomed her, Mr. Frank, a notary public, administered the Oath of Office to the newly-appointed trustee.

Mr. Fisher asked Mr. Frank to review the Treasurer's Report for the month of September 2013 and the fiscal year-to-date through September 30, 2013 with the Trustees. Mr. Frank commented that our year-to-date income through September 30, 2013 is down from last year due primarily to not having received our Local Library State Aid yet for the current year. Expenses this year are up approximately \$5,700 over the prior year due primarily to payroll and payroll related expenses. Lower Maintenance and Repairs this year has offset some of the increase in Salaries and Employee Benefits. Mr. Frank asked if there were any questions or comments on the financials for the month of September 2013 or the year to date through September 30, 2013. Hearing none, Mrs. Pesses made a motion, seconded by Mrs. Lair, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Fisher informed the Trustees that the Finance Committee would begin working on the Budget for the fiscal year ending June 30, 2015 in November and that if any of the Committees had recommendations or requests for additional funding for their areas to get those requests to Mr. Clark as soon as possible for review. Mr. Fisher also asked in conjunction with next year's budget preparation if the Trustees would pass a resolution to override the New York State Imposed Tax Cap if necessary. Mrs. Pesses made a motion, seconded by Mrs. Lair, to approve the attached resolution. This was approved all voting aye.

Mr. Fisher informed the Trustees that we had not received any additional information from the NYS Comptroller's Office regarding their planned audit of the Library.

Mr. Fisher presented the Bylaws update regarding Article 6 for the first reading pertaining to a change in name from The Budget and Finance Committee to The Budget, Finance and Audit Committee. Also added is the task of conducting a monthly audit. The Trustees felt that these changes would accomplish the requirement of having an Audit Committee and will review same at the November meeting for approval.

At this point in the meeting 7:10 PM Mr. Clark asked to be excused thus ending the official meeting of the Trustees. The following discussions and reviews are being reported for Trustee information for those unable to attend the meeting.

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. Mrs. LaPorta informed the Trustees that the fall book and bake sale made approximately \$1,700 this year. Mrs. LaPorta informed the Trustees that National Friends Week is October 21st through October 26th this

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

year and that the Friends have several events planned at the Library during the week. One of the events is to present a basket to the first baby born at Nathan Littauer Hospital that week. Mrs. LaPorta informed the Trustees that the History of the Friends group is currently in a display case in the lobby of the Library and that their membership drive would be starting soon.

Ms. Madonna informed the Trustees that the windows that Eastern Building and Restoration, Inc. planned to use didn't meet the specifications in the proposal and that Butler Rowland and Mays, the architects for the project, rejected them. The contractor will submit another proposal for the architect's review.

Mrs. Pesses reviewed her Steering Committee report from the October meeting with the Trustees. Mrs. Pesses informed the Trustees that the "Friends and Family" solicitation was wrapping up and that the next phase of solicitations will be the Leadership Gifts solicitations.

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

Mrs. Lair informed the Trustees that the Program Committee had met and reviewed the mission of the Committee. Mrs. Lair said that the Committee had asked Bonnie Howard for ideas for programming. Mrs. Lair also informed the Trustees that the Committee is beginning to work on ideas for the 2014 Gloversville Reads Program and that nominations will begin October 28th and run through November 26th for book choices for next year's read.

Ms. Madonna informed the Trustees that the Promotion Committee had met. They discussed how promoting the Library would support the Capital Campaign and are currently planning on promoting programs at the Library.

Ms. Madonna discussed our Plan of Service with the Trustees and informed them that we have fallen short on some of our goals. She suggested that each committee review the plan with an eye to their mission and task. She also suggested that a revision of the plan might be needed if the objectives and activities are no longer relevant. The Trustees felt that the Renovation Project had taken us away from some of our other goals and that we needed to review further where we are and make any changes necessary with an update if necessary.

Ms. Madonna reviewed our Commercial Insurance package with the Trustees that was renewed on October 10, 2013. We are staying with the Peerless Insurance Company with slight increases in our coverage with a lower premium than last year. Our Building insurance has been increased from \$4,000,000 to \$4,132,000 for next year and our contents insurance is \$1,800,000. This insurance also includes the Bronco Buster as a Work of Art.

Ms. Madonna also informed the Trustees that we had begun balancing our fine and lost book receipts every day to the Polaris Circulation System and the Cassie Print Management System in order to better maintain our records for fines and printing charges as suggested to Mr. Fisher and Mr. Frank by Philip Beckett, CPA at a meeting held with him regarding our pending State audit.

Mr. Fisher informed the Trustees that he had nothing else to report for his President's Report.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Finance Committee met on October 1st and invested most of the cash that they had on hand. Another meeting of the Finance Committee is planned for December 3rd to review the investments and discuss a level of support for the Library for the 2014-2015 fiscal year. A full Board meeting is planned for December 11th provided a quorum is available.

Mr. Fisher asked if there was any old or new business to come before the meeting. Hearing none the meeting ended at 8:23 PM.

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

Michael J. Frank
Recording Secretary

Christine Pesses
Secretary