



Minutes of the Gloversville Public Library Board of Trustees Meeting

November 19, 2013

The Gloversville Public Library Board of Trustees held a meeting on November 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: Jay Ephraim, Vincent De Santis, Hannah McAllister, Christine Pesses, Elizabeth Batchelor, 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 and Eleanor Brooks 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 October 15, 2013. Mr. Fisher asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mrs. Pesses made a motion, seconded by Mrs. Lair, 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 October 2013 and the fiscal year-to-date through October 31, 2013 with the Trustees. Mr. Frank commented that our year-to-date income through October 31, 2013 is down from last year due primarily to not having received our Tax Levy from the Gloversville School District yet and also not having received our Medical Insurance Credit Refund from the United States Treasury yet for the current year. Expenses this year are up approximately \$18,000 over the prior year due primarily to payroll and payroll related benefits and expenses. Library Supplies are also up over last year due primarily to the purchase of a new copier. Mr. Frank asked if there were any questions or comments on the financials for the month of October 2013 or the year to date through October 31, 2013. Hearing none, Mr. De Santis made a motion, seconded by Mrs. Pesses, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Fisher informed the Trustees that the Finance Committee had started to work on the Budget for the fiscal year ending June 30, 2015. Mr. Fisher informed the Trustees that the New York State minimum wage would be increasing by \$.75 on December 31, 2013, an additional \$.75 on December 31, 2014 and an additional \$.25 on December 31, 2015 bringing the minimum wage to \$9.00 as of December 31, 2015. Mr. Fisher asked Mr. Frank to distribute his worksheet and review it with the Trustees. Mr. Frank reviewed the thoughts of the Finance Committee as incorporated in his worksheet and the results if implemented into the current year's budget and the 2014-2015 budget. The impact in the 2014-2015 budget would be an increase of approximately \$11,000 of salary expense. Additional items of income and expense were reviewed but no decision was made at this point as we do not have budget income estimations from the Friends of the Gloversville Public Library or the Gloversville Library Foundation yet.

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.

Mrs. LaPorta informed the Trustees that the Friends had a very successful Friends Week in October this year and that the Friends fundraisers at Friendly's and McDonalds brought in over \$300. The Friends Book and Bake sale in October also earned over \$1,700. A basket was presented to the first baby born at Nathan Littauer Hospital during Friends week. Mrs. LaPorta informed the Trustees that the Friends newsletter would be coming out soon and any articles that the Trustees would like to submit would be appreciated.

Ms. Madonna informed the Trustees that the window specifications that Eastern Building and Restoration, Inc. has submitted are currently at Butler Rowland and Mays, the architects for the project, for review and that there is a question regarding the outside paint being proposed. Once this is approved the next step will be the shop drawings for the project. Ms. Madonna also informed the Trustees that Butler, Rowland and Mays has started the Construction Document phase. A Geotechnical review will need to be completed to check soil content, etc in order to determine the best plans for support of the renovation work.

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 reviewed her Steering Committee report from the November meeting with the Trustees. Mrs. Pesses informed the Trustees that the "Friends and Family" solicitation was finished and that the next phase of solicitations will be the Leadership Gifts solicitations. Mrs. Pesses also informed the Trustees that we will be discussing with Mathew Blumenfeld the proper timing of transferring funds from the Capital Campaign checking account to the Library's Building Fund account.

Mr. Fisher presented the Bylaws update regarding Article 6 for the second 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. Mrs. Pesses made a motion, seconded by Mrs. Lair, to approve these changes to Article 6 of the Library's Bylaws. This motion was approved all voting aye.

Ms. Batchelor informed the Trustees that the AD HOC Policy Committee has been working on changes to our Circulation Policy regarding damaged books and is developing a policy about recognition plaques for donations and should have first drafts ready for the December meeting.

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

Mr. Ephraim informed the Trustees that the Program Committee had met and reviewed the Plan of Service as to what impact it would have on the Program Committee. Mr. Ephraim also informed the Trustees that nominations for a book for the 2014 Gloversville Reads Program are now open and can be submitted until November 26th for book choices for next year's read.

Mrs. McAllister informed the Trustees that the Promotion Committee had met and also reviewed the Plan of Service. Mrs. McAllister informed the Trustees that the Committee felt that we should continue to include the hours that the Library is open on all promotional brochures and that we should consider some posters that would promote all the things that are going on at the Library on a regular basis.

Ms. Madonna informed the Trustees that we now have a Daisy Girl Scout group meeting here on Thursdays and a new Tween group meeting here on Saturdays. Ms. Madonna also informed the Trustees that the person who stole a laptop from the Library has been caught and arrested. Ms. Madonna also informed the Trustees that our new wireless system is done.

Ms. Madonna reviewed the Library's current hours with the Trustees and asked for thoughts on changes, etc. Several suggestions were made and will be reviewed at a later date.

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 will be meeting on December 2, 2013 and 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 Ms. Batchelor made a motion, seconded by Mrs. Pesses, to adjourn the meeting at 8:48 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on December 17, 2013 at 6:30 PM.

Michael J. Frank
Recording Secretary

Christine Pesses
Secretary