



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

June 17, 2014

The Gloversville Public Library Board of Trustees held a meeting on June 17, 2014 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:30 P.M.

The following trustees were present: David Fisher, Vincent De Santis, Craig Clark, Elizabeth Batchelor, Robin Lair and Eleanor Brooks. Michael J. Frank, Treasurer and Recording Secretary, and 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. Christine Pesses and Jay Ephraim 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 May 20, 2014. Mr. Fisher asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. De Santis made a motion, seconded by Ms. Batchelor, 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 May 2014 and the fiscal year-to-date through May 31, 2014 with the Trustees. Mr. Frank informed the Trustees that our year-to-date income through May 31, 2014 is up approximately \$9,400 from last year due primarily to the increase in the Tax Levy, the increase in the interest and dividends from the Gloversville Library Foundation and the donations received as a pass through from the Foundation. Lower Medical Insurance Credit Refunds from the United States Treasury offset some of the Tax Levy increase, the increase in interest and dividends and the increase in donations since last year's figure included the two prior years of tax credits. Expenses this year are up approximately \$19,900 over the prior year due primarily to payroll and payroll related benefits and expenses. The purchase of a new copier that was not planned for in the budget also has caused Library Supplies to be over last year and the budgeted amount for the current year. Mr. Frank asked if there were any questions or comments on the financials for the month of May 2014 or the year to date through May 31, 2014. Hearing none, Mrs. Lair made a motion, seconded by Mrs. Brooks, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Clark distributed a draft of the Library's response to the Audit performed by the New York State Comptroller's office for the period July 1, 2012 through December 31, 2013 and also the corrective actions to be taken by the Board. After review and discussion Mr. De Santis made a motion, seconded by Mrs. Lair to submit the response letter with the corrective actions to be taken by the Board. In conjunction with our response, Mrs. Lair made a motion, seconded by Mrs. Brooks, to establish an Audit Committee to do the Claims Auditing prior to the meeting of the Trustees each month and to present the warrants for approval of payment at the meeting.

Mr. Frank informed the Trustees that he had talked with Philip Beckett, CPA who has been doing the audits for the Library Foundation about doing an audit for the Library covering the current year ending June 30, 2014 and to include the prior two years. Mr. Beckett estimated that a three year audit of the Library's Financials would run between \$12,000 and \$15,000 to complete. Mr. Frank informed the Trustees that audited Financial Statements are needed for our applications for the New Markets Tax Credits and also other Grant applications. Ms. Batchelor made a motion, seconded by Mr. De Santis, to have Mr. Frank proceed with having a three year audit done by Phillip Beckett, CPA. This was approved all voting aye.

Ms. Madonna reviewed the Health Insurance coverage that we currently have with C D P H P and informed the Trustees that this plan will not be available for us for the fiscal year ending June 30, 2015. A comparable plan will only have a MERP of \$1,500 compared to the plan that we now have which has a MERP of \$2,000. Jaeger and Flynn has agreed to manage an additional Copay Reimbursement Plan of \$500 for each participant if we choose this plan. This decision was approved by the Finance Committee since it stays within our budgeted amount for the year ending June 30, 2015.

Barbara Madonna
Library Director

2013-2014
Board of Trustees

Elizabeth Batchelor

Eleanor Brooks

Craig Clark

Vincent DeSantis

Jay Ephraim

David Fisher

Robin Lair

Hannah McAllister

Christine Pesses

Mrs. LaPorta informed the Trustees that the Friends of the Gloversville Public Library Book and Bake sale took in approximately \$1,800 in June. Mr. LaPorta also informed the Trustees that the Friends had given a scholarship to one of the graduates from the Gloversville High School this year. Mrs. LaPorta also informed the Trustees that the Friends 40th Anniversary newsletter would be going out in September. Mrs. LaPorta reminded the Trustees that the Friend's Celebration would be held on October 19th this year. Mrs. LaPorta asked the Trustees if they would consider contributing a basket for the raffle again this year. Mrs. Lair said that she would do the shopping if the Trustees would provide a theme for the basket.

Ms. Madonna informed the Trustees that in conjunction with the Construction Documents we have received four RFPs so far to interview for the position of Construction Manager for the Master Renovation Project. Interviews will start soon to determine qualifications of each applicant. Ms. Madonna also informed the Trustees that she has received a draft from Carson Block, our Technology Consultant, and will be discussing it with him soon to review his suggestions in conjunction with the Master Renovation Plan. Ms. Madonna also informed the Trustees that she had finished the New NY for Business CFA Grant application and that she is working on the DLD Grant application with a plan for Elevator expense this year, a new heating system for next year and new Library furnishings for the following year.

Ms. Batchelor reviewed the progress of the Steering Committee since the last meeting. Ms. Batchelor informed the Trustees that 3 House Parties were being planned in connection with the Fundraising. The first house party has been cancelled but the second at Ellen Wood's house is all set and the third at Don and Cookie Fleischut's house is set for August. Ms. Batchelor also informed the Trustees that Ellen Wood has taken over the position of Leadership Gifts. Also the Steering Committee will be reaching out to Graduating Classes starting with the Class of 1964.

Ms. Batchelor informed the Trustees that the AD HOC Policy Committee had not met since the last Trustees meeting.

Mrs. Lair informed the Trustees that Ms. Madonna's review was still on hold pending receipt of the rest of the Trustee's evaluation forms. Ms. Madonna informed the Trustees that she had hired a part time person from the Civil Service list, Sally Fancher, and that she is doing very well so far with her duties.

Ms. Madonna informed the Trustees that the Summer Programming is coming along well and that many programs are being planned for Children, Teens and Adults.

Ms. Madonna informed the Trustees that there was no report from the PR Committee this month.

Ms. Madonna informed the Trustees that the Library is seeing an increase in the borrowing of e books and audio books and a decrease in the borrowing of print titles.

Mr. Fisher informed the Trustees that he had received Hannah McAllister's official resignation in writing and that the Board would need to appoint a new Trustee to fill the vacancy until the 2015 election. Ms. Batchelor made a motion to accept her resignation with regret, seconded by Mr. Clark, and approved all voting aye. Mr. Fisher also expressed his thanks to Eleanor Brooks for her work with the Trustees as she completes her term of office.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Trustee's meeting.

Mr. Fisher asked if there was any new business to come before the meeting. Nothing was brought up at this time.

Mr. Clark made a motion, seconded by Mr. De Santis, to adjourn the meeting at 8:10 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on July 15, 2014 at 6:30 PM.

Michael J. Frank
Recording Secretary

Christine Pesses
Secretary