



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

July 15, 2014

The Gloversville Public Library Board of Trustees held a meeting on July 15, 2014 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 7:15 P.M. immediately following the Annual Organizational Meeting.

The following trustees were present: David Fisher, Vincent De Santis, Craig Clark, Elizabeth Batchelor, Robin Lair, Christine Pesses, Jay Ephraim and James McGuire. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, and Nancy Krawczeski, Vice-President of the Friends of the Gloversville Public Library, 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 introduced Matthew Blumenfeld, our Capital Campaign coordinator, to the meeting and asked him to speak on our financial situation related to the Master Renovation Plan costs. Mr. Blumenfeld explained that some short term financing would be required as we wait for various grants or tax credits to be available and also that some longer term financing would be required as we wait for pledges to be paid, many over a five year period. Some financing opportunities will need to be explored by the Board to see what can be done through a bank loan or possibly a bond issue to raise necessary funds. These decisions will need to be made by mid fall. The Finance Committee will meet soon to begin working on this.

Mr. Fisher asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on June 17, 2014. Mr. Fisher asked if there were any corrections or additions to the minutes of the meeting as presented. Ms. Batchelor asked that her question regarding mail in prescription drug coverage be added to the minutes as a correction. Mrs. Pesses made a motion, seconded by Ms. Batchelor, to approve the minutes as presented with the correction noted. This motion was approved all voting aye.

Mr. Fisher asked Mr. Frank to review the Treasurer's Report for the month of June 2014 and the fiscal year ending June 30, 2014 with the Trustees. Mr. Frank informed the Trustees that our fiscal year income through June 30, 2014 is up approximately \$10,600 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. Income for the fiscal year was also up approximately \$3,000 over budget. Expenses this year are up approximately \$7,300 over the prior year due primarily to payroll and payroll related benefits and expenses, however, expenses this year are below Budget by approximately \$35,400. The increase in Books and Audio Items also increased approximately \$3,000 from last year. 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. Maintenance and Repairs was down approximately \$11,900 from last year due to some carpeting purchased last year and other various repairs needed to the building that were done in the previous year. Mr. Frank asked if there were any questions or comments on the financials for the month of June 2014 or the year ended June 30, 2014. 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. Frank distributed the Warrants numbered 1 through 13 for July 2014 to be audited by the Trustees and approved for payment. After being audited for payment by the full Board of Trustees and signed off on they were given to Mr. Frank for payment to the various claimants.

Ms. Krawczeski informed the Trustees that the Friends of the Gloversville Public Library Book and Bake sale in June had been very successful, raising nearly \$2,000. Ms. Krawczeski also informed the Trustees that the Friends had given a scholarship to Gloversville High School graduate Tim Plumadore this year for his essay about the importance of the Library to him and that his winning essay would appear

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

in an upcoming Friend's newsletter. Ms. Krawczeski also informed the Trustees that the Prince and Princess party only took in \$120 this year. Ms. Krawczeski also informed the Trustees that the Friends would be voting on new officers in August to take over in September.

Ms. Madonna informed the Trustees that the new windows have been ordered by our new contractor and are expected to be here on September 8, 2014. The contractor has informed us that he expects it to take 42 days to install all the new windows. Mr. Ephraim reviewed the duties of a Construction Manager with the Trustees and the necessity of getting one on board with our project soon. The Library sent out bid specifications to 5 different firms for the position and received 4 back showing interest in providing us a manager. Paul Mayes, our architect, Barbara Madonna, Christine Pesses and Jay interviewed all 4 that responded and is recommending U. W. Marx be hired to provide our Construction Manager at a price of \$375,022. A motion was made by Mrs. Pesses, seconded by Mrs. Lair, to approve hiring U.W. Marx as our Construction Manager. This was approved all voting aye.

Mrs. Pesses reviewed the progress of the Steering Committee since the last meeting. Mrs. Pesses informed the Trustees that our total receipts and pledges are now over \$2,000,000 and continuing to grow. House parties are in the works to court other prospective donors.

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 she would be meeting with Mr. Fisher to review Ms. Madonna's performance review and finalize her contract for the 2014-2015 fiscal year.

Mr. Ephraim informed the Trustees that the Programming Committee had not met since the last Trustee's meeting.

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

Ms. Madonna informed the Trustees that there was nothing else for the Director's Report.

Mr. Fisher informed the Trustees that he will be sending out a new list of contacts for the Trustees and Director and Treasurer. Mr. Fisher also informed the Trustees that we are now searching for a replacement for Hannah McAllister who officially has resigned to fill the vacant Trustee's seat until the next election. Letters of interest are due in to the Library by August 11, 2014.

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.

Mrs. Pesses made a motion, seconded by Mrs. Lair, to adjourn the meeting at 8:45 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on August 19, 2014 at 6:30 PM.

Michael J. Frank
Recording Secretary

Christine Pesses
Secretary