



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

## Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

August 19, 2014

The Gloversville Public Library Board of Trustees held a meeting on August 19, 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: Vincent De Santis, Craig Clark, Elizabeth Batchelor, Christine Pesses, Jay Ephraim and James McGuire. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Jean LaPorta, President of the Friends of the Gloversville Public Library, and John Blackmon also attended the meeting. David Fisher and Robin Lair were excused from the meeting.

Ms. Batchelor, Vice-President of the Board of Trustees, opened the meeting by leading the Trustees in the Pledge of Allegiance.

Mr. Ephraim introduced Bonnie Howard; the Library's Program Director, to the Trustees and asked her if she would bring the Trustees up to date on what had been going on with programming at the Library over the summer. Mrs. Howard informed the Trustees that over 350 children had signed up this summer for the Summer Reading Program. Mrs. Howard also informed the Trustees that three to five science and math programs had been conducted for the children each week and that the children had expressed an interest in the Library forming a Science Club for them. Teens that have been attending programs over the summer expressed interest in a Game Club. Mrs. Howard also informed the Trustees that over 20 adults were also participating in an adult summer reading program. Mr. Ephraim expressed his thanks to Mrs. Howard for all her work on organizing all of these summer programs and all her other work on programming during the year. The Trustees also thanked her for her work and for bringing them up to date on our programming.

Ms. Batchelor asked if there was anything anyone from the Public wished to present at this time. Hearing nothing, the regular meeting was convened.

Ms. Batchelor asked the Trustees to review the minutes of the Organizational Meeting held on July 15, 2014. Ms. Batchelor 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 Mr. De Santis to approve the minutes as presented. This motion was approved all voting aye. Ms. Batchelor asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on July 15, 2014. Ms. Batchelor 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 Mr. Clark, to approve the minutes as presented. This motion was approved all voting aye.

Ms. Batchelor asked Mr. Frank to review the Treasurer's Report for the month of July 2014 and the fiscal year-to-date period ending July 31, 2014 with the Trustees. Mr. Frank informed the Trustees that our fiscal year-to-date income through July 31, 2014 is up approximately \$1,200 over the same period of last year due primarily to the increase in the interest and dividends from the Gloversville Library Foundation. Expenses this year are up approximately \$2,700 over the prior year due primarily to payroll and payroll related benefits and expenses and an increase in insurance expense due primarily to an increase in Worker's Compensation insurance. Mr. Frank asked if there were any questions or comments on the financials for the month of July 2014 or the year-to-date period ended July 31, 2014. Hearing none, Mrs. Pesses made a motion, seconded by Mr. De Santis, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Frank informed the Trustees that he had filed our Annual Financial Report with the New York State Comptroller's office on August 8, 2014 and that they acknowledged receiving it on August 11, 2014. Mr. Frank also informed the Trustees that he had completed our 990 Tax Return and distributed copies to the Trustees for review. Mr. Frank informed the Trustees that Philip Beckett, CPA, as part of his audit of the Library's financial records, would be reviewing the return before filing. Mrs. Pesses made a motion, seconded by Mr. De Santis, to approve filing the 990 Tax Return pending any recommended changes made by Mr. Beckett. This was approved all voting aye.

Mr. Frank distributed copies of the June 30, 2014 Financial Report and informed the Trustees that subsequent to the approval of the original Financials at the July 15, 2014 meeting additional expenses of \$2,668.51 were found that should have been included in our fiscal year ended June 30, 2014. A motion was made by Mr. De Santis, seconded by Mr. McGuire, to approve the change to the June 30, 2014 Financial Report. This motion was approved all voting aye.

Mr. Frank distributed the Warrants numbered 14 through 50 for August 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. A motion was made by Mrs. Pesses, seconded by Mr. Clark, to pay warrants numbered 14 through 50. This was approved all voting aye.

Mr. Clark informed the Trustees that he had talked to the NYS Dormitory Authority about the Public Library working with them for a bond issue and they informed him that they needed to research it to see if they could work with a Public Library. Mr. Clark also informed the Trustees that Mr. Fisher had talked to the Gloversville Enlarged School District and was referred to their attorneys in Syracuse. More research will be needed and some legal advice on the possibilities of borrowing through bonding for the Master Renovation Plan Project.

Mrs. LaPorta informed the Trustees that the Friends of the Gloversville Public Library's newsletter came out today with emphasis on the fact that this is the 40<sup>th</sup> Anniversary of the Friend's organization. Mrs. LaPorta also reminded the Trustees that Sunday October 19<sup>th</sup> which is the beginning of Friends week will be the date of the Friend's Celebration this year. Mrs. LaPorta also informed the Trustees that the Friends will be presenting a basket filled with various items including books to the first baby born at Nathan Littauer during Friends week. The Friends are also planning various other programs to be presented at the Library during Friends week. Mrs. LaPorta also informed the Trustees that the fall book and bake sale will take place on October 14<sup>th</sup> and 15<sup>th</sup> this year.

Ms. Madonna informed the Trustees that she and Lisa Hayes from Butler Rowland Mays Architects, LLP would be meeting with the contractor for the new windows on September 3<sup>rd</sup> and that the expected start date for the window replacement is September 15<sup>th</sup>. Ms. Madonna also informed the Trustees that she had prepared a Division of Library Development Grant application for \$400,000 for a handicap access elevator to be included as part of the Master Renovation Project. Ms. Madonna informed the Trustees that she would be meeting with the Historical Review Board to get approval on this project before applying for the Grant. Ms. Madonna presented the following resolution for Board approval: Approval of a public library construction grant to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 57 of the Laws of 2007) and Commissioner's Regulations §90.12. Mr. McGuire made a motion, seconded by Mr. Clark, to approve the resolution. This motion 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 now stand at \$2,167,538 and continuing to grow. Mrs. Pesses also informed the Trustees that the Public Campaign will begin on October 23<sup>rd</sup> and that Lisa Buggeln has agreed to be the chairperson of the Public Campaign. Mrs. Pesses also informed the Trustees that Richard Russo has agreed to be here for the Public Campaign kickoff on October 23<sup>rd</sup>. Mrs. Pesses also informed the Trustees that work is continuing on the New Markets Tax Credits and that our attorneys in Albany are working on the Federal and State Historical Grant possibilities.

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

Ms. Batchelor informed the Trustees that there was no report from the Personnel Committee.

Mr. Ephraim informed the Trustees that the Programming Committee was working on the steps needed to work on promoting the Library's programming and that our new part time employee Sally Fancher has been working on our email issues. Mr. Ephraim also informed the Trustees that Mrs. Lair has been working on our Twitter account.

Ms. Batchelor 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.

Ms. Batchelor informed the Trustees that there was no report from the President.

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

Ms. Batchelor informed the Trustees that two applications had been received for the vacant Trustees position. At 8:05 P.M. Mr. De Santis made a motion to go into Executive Session for the purpose of reviewing the applications. At 8:22 P.M. the Trustees came out of Executive Session. Ms. Batchelor reported that the Trustees felt that they should discuss their thoughts on the candidates with the President of the Board of Trustees, Mr. Fisher, before approving either candidate. This will be presented at the September meeting for approval.

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

Mr. De Santis made a motion, seconded by Mrs. Pesses, to adjourn the meeting at 8:25 PM. This was approved all voting aye.

The next meeting of the Board of Trustees which will be the Annual Meeting followed by the regular monthly meeting will be held on September 16, 2014 at 6:30 PM.

Michael J. Frank  
Recording Secretary

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Christine Pesses, Secretary