



Barbara Madonna  
Library Director

2014-2015  
Board of Trustees

Elizabeth Batchelor

Merry Brown

Craig Clark

Vincent DeSantis

Jay Ephraim

David Fisher

Robin Lair

James McGuire

Christine Pesses

## Draft Minutes of the Gloversville Public Library Board of Trustees Meeting September 16, 2014

The Gloversville Public Library Board of Trustees held a meeting on September 16, 2014 in the Reading Room at the Library, 58 E. Fulton Street, Gloversville, New York at 6:50 P.M. immediately following the Annual Meeting.

The following trustees were present: David Fisher, Robin Lair, Craig Clark, Elizabeth Batchelor, Christine Pesses, Jay Ephraim, Merry Dunn Brown 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. Vincent De Santis was excused from the meeting. Six students from the Participation in Government class from the Johnstown High School 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. Mrs. LaPorta said that she was very pleased with the New York State Board of Regents naming Charles Giglio, the Latin teacher, at the Gloversville High School as the 2015 New York State Teacher of the Year. The Trustees agreed that this was quite an honor for Mr. Giglio.

Mr. Fisher introduced Merry Dunn Brown to the Board of Trustees. Mrs. Pesses made a motion, seconded by Mrs. Lair, to appoint Ms. Brown to fill the vacancy on the Board of Trustees until the next election in May 2015. This was approved all voting aye. Mr. Frank, a notary public, administered the Oath of Office for Ms. Brown.

Mr. Fisher asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on August 19, 2014. Mr. Fisher asked if there were any corrections or additions to the minutes of the meeting as presented. Hearing none, Mr. Clark made a motion, seconded by Mr. McGuire, 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 August 2014 and the fiscal year-to-date period ending August 31, 2014 with the Trustees. Mr. Frank informed the Trustees that our fiscal year-to-date income through August 31, 2014 is down approximately \$1,100 from the same period of last year due primarily to the decrease in the interest and dividends from the Gloversville Library Foundation and the decrease from last year in donations. Expenses this year are up approximately \$9,100 over the prior year due primarily to payroll and payroll related benefits and expenses, an increase in the book expense line item which is a result of the Baker and Taylor lease plan being paid in September last year 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 August 2014 or the year-to-date period ended August 31, 2014. Hearing none, Mrs. Lair made a motion, seconded by Ms. Batchelor, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Clark discussed the State's audit requirement that the Library needs to have a procedure to audit claims made by creditors on Library funds. The requirement would require the Library to appoint a Claim's Auditor or have the full Board of Trustees audit the list of warrants each month before payments are made to our vendors. After some discussion, Mr. Clark informed the Trustees that he would draft a policy to establish the claim's auditing procedure for a first reading at the October Trustee's meeting. Mr. Clark also informed the Trustees that we are continuing to explore the possibilities of bonding for the Master Renovation Project.

Mr. Frank distributed the Warrants numbered 51 through 77 for September 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.

Mrs. LaPorta informed the Trustees that the Friends were very grateful for the sizeable donation of books received from the Gloversville School District during the summer. 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 many events are being planned by the Friends during Friends week. Mrs. LaPorta also reminded 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 the start date for the window replacement project is now expected to be by the end of this week. Ms. Madonna also informed the Trustees that the Division of Library Development Grant monies available this year totaled \$370,000 and that we were expecting to get approximately \$150,000 of this total for a handicap access elevator and security cameras to be a part of the Master Renovation Project. Ms. Madonna also informed the Trustees that she had been in touch with Adirondack Cabling & Security about the cost of cameras and that she had gotten a price of \$7,400 to purchase and install them. This is not a stand-alone system. It will be added on to the Police Department's existing set up. As a result, we need to use the same equipment and software and service. Adirondack Cabling & Security has been the Police Department's contractor on this project from the beginning. NYS Contract pricing is also available, though the prices are higher than the quote we received from Adirondack Cabling & Security. Mr. McGuire made a motion, seconded by Ms. Dunn, to proceed with the purchase and installation of the cameras. 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 now stand at \$2,196,114 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 continuing to work on the Federal and State Historical Grant possibilities.

Mr. Fisher informed the Trustees that the AD HOC Policy Committee had not met since the last Trustees meeting.

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

Mr. Ephraim informed the Trustees that the summer programming went very well and that work is beginning with a meeting tomorrow on the Gloversville Reads Program for 2015. Mr. Ephraim also informed the Trustees that a webinar is available on September 23<sup>rd</sup> regarding promoting the Library, etc.

Mr. Fisher opened a discussion on using electronic media to promote the Library. Mr. McGuire said that he would work on exploring some of the possibilities of doing more of this.

Ms. Madonna informed the Trustees that we now have, through our Polaris system, the ability to have a patron's picture on their library card as a security measure. Ms. Madonna felt that we should offer this as a security measure for our patrons but not make it mandatory. The Trustees agreed with this recommendation and felt that we should purchase the required cameras, etc. to be able to offer this to our patrons.

Mr. Fisher informed the Trustees that he had a conversation with Fiscal Advisors about our borrowing prospects and that the Library is not able to do any Commercial Borrowing. Mr. Fisher also said that he felt that a sympathy card should be sent to Mrs. Persico from the Library.

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 old business to come before the meeting. Mr. Clark said that the Bylaws update would be done in conjunction with our adding a Claim's Auditing Policy.

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 Mr. Clark, to adjourn the meeting at 8:00 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on October 21, 2014 at 6:30 PM.

Michael J. Frank  
Recording Secretary