



Gloversville Public Library
Meeting of the Board of Trustees
November 18, 2014
6:30pm
Gloversville Public Library

Pledge to the Flag
Public Comment

1. Accept minutes of October 2014 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
2015-16 budget meeting
4. Friends
5. Building and Grounds
Windows update
DLD Grant –security camera
Technology update
Construction Manager's estimate
6. AD HOC Steering Committee
7. AD HOC Policy
8. Personnel Committee
9. Program Committee
10. PR Committee
11. Director's Report
12. President's Report
13. Foundation
14. Old Business
15. New Business
16. Adjourn

Next Meeting: December 16, 2014.



Draft Minutes of the Groversville Public Library Board of Trustees Meeting

October 21, 2014

The Groversville Public Library Board of Trustees held a meeting on October 21, 2014 in the Reading Room at the Library, 58 E. Fulton Street, Groversville, New York at 6:30 P.M

The following trustees were present: Vincent De Santis, 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 Groversville Public Library, Nancy Krawczeski, Vice-President of the Friends of the Groversville Public Library, and John Blackmon also attended the meeting. David Fisher was 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.

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 Regular Meeting of the Trustees held on September 16, 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 Ms. Dunn, 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 September 2014 and the fiscal year-to-date period ending September 30, 2014 with the Trustees. Mr. Frank informed the Trustees that our fiscal year-to-date income through September 30, 2014 is up approximately \$6,900 from the same period of last year due primarily to the increase in the interest and dividends from the Groversville Library Foundation and the increase from last year in the Government Affiliations income due to having received our Local Library State Aid earlier than last year. Expenses this year are down approximately \$6,000 over the prior year due primarily to lower book expense and lower maintenance and repairs expense. Mr. Frank asked if there were any questions or comments on the financials for the month of September 2014 or the year-to-date period ended September 30, 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 distributed the Warrants numbered 78 through 107 for October 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. Madonna presented a resolution for the Trustees to consider that would allow the Library to override the New York State Tax Cap in the 2015-2016 Budget if the Trustees find it necessary in preparing the budget. Mrs. Pesses made a motion, seconded by Mr. De Santis, to approve overriding the New York State Tax Cap, if necessary, in preparing the 2015-2016 Budget. This was approved all voting aye. (Copy of Resolution attached)

Ms. Krawczeski informed the Trustees that the Friends were delighted with the excellent turnout for the Celebration Fundraiser on Sunday October 19th at the Library. Ms. Krawczeski informed the Trustees that a basket of books had been presented to the first baby born at Nathan Littauer Hospital during Friend's week and that many other events were ongoing this week at the Library. Ms. Krawczeski also informed the Trustees that the fall book and bake sale was very successful again this year. Ms. Krawczeski also informed the Trustees that the Friends would be holding a fundraiser on November 11th at the Groversville Pizza Hut. Ms. Krawczeski also informed the Trustees that the Friends are working on a program to deliver books from the Library to shut ins in our area.

Ms. Madonna informed the Trustees that the new windows have been installed and that the trim work inside and out is currently being completed. Ms. Madonna informed the Trustees that we are waiting for the City to install the wiring for the security cameras before we can get the cameras installed. Ms. Madonna also informed the Trustees that the Site engineer had been here and done a walk around of the property in conjunction with the Master Renovation Plan. He will be drawing up plans for drainage, landscaping, etc. for the project. Ms. Madonna also informed the Trustees that she had talked with Carson Block, our technology consultant, and that he will be drawing up plans for each room in the Library for wiring, etc. as part of the renovation project. Ms. Madonna also informed the Trustees that our Construction Manager will be meeting with our architect tomorrow to review his estimate for the renovation project.

Barbara Madonna
Library Director

2014-2015
Board of Trustees

Elizabeth Batchelor

Craig Clark

Vince DeSantis

Jay Ephraim

David Fisher

Robin Lair

James McGuire

Christine Pesses

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 \$2,268,750 and continuing to grow. Mrs. Pesses also informed the Trustees that Richard Russo has agreed to be the Honorary Chairman of our Capital Campaign and will be here for the Public Campaign kickoff ribbon cutting on October 23rd at 11:00 A.M. Mrs. Pesses also informed the Trustees that the Steering Committee will be soliciting various groups for donations. Mrs. Pesses also informed the Trustees that a meeting is planned for December 2nd to review the various challenges that the Steering Committee is facing with borrowing possibilities for the renovation project.

Ms. Batchelor informed the Trustees that the first reading of our Bylaw changes and the Claims Auditor Policy will be done at the November meeting.

Mrs. Lair informed the Trustees that there was no report from the Personnel Committee. Ms. Madonna informed the Trustees that Carol Morse would be retiring as of November 6, 2014.

Mr. Ephraim informed the Trustees that the Gloversville Reads Program for 2015 book nominating forms will be out soon requesting suggested titles between the periods of October 27, 2014 to November 25, 2014. Mr. Ephraim also informed the Trustees that Bonnie Howard had attended a workshop at SUNY Albany on library programming. Mr. Ephraim also informed the Trustees that the Bibliomaniacs Program is branching out into a gaming club, starting with board games. Mr. Ephraim also mentioned that there was an interest in a Stamp Club. Mr. Ephraim also informed the Trustees that the Program Committee is still working on getting public comment on our hours open for the Trustees to review. The next meeting of the Program Committee is planned for November 18th at 4:30 PM.

Ms. Madonna informed the Trustees that she had nothing else to report at this time. Ms. Batchelor thanked Ms. Madonna for being here each morning at 7 AM or before to accommodate the contractors with the window installation.

Ms. Batchelor expressed her thanks for the basket donated to the Friend's Celebration by the Board of Trustees.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last Trustee's meeting but that a meeting is scheduled for Thursday, October 30th at 3:30 PM.

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

Ms. Batchelor 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. De Santis, to adjourn the meeting at 7:45 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on November 18, 2014 at 6:30 PM.

Michael J. Frank
Recording Secretary

Christine Pesses
Secretary

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE INCOME REPORT AND CASH RECONCILIATIONS

OCTOBER 2014

	Budget July 1, 2014 to June 30, 2015	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Remaining Balance to be Received Curr. Year
Tax Levy	\$270,509.00	\$0.00	\$0.00	\$0.00	\$270,509.00
Investment Income	200.00	4.99	22.57	23.77	177.43
Gloversville Library Foundation Inc. - Int. & Div.	145,000.00	11,396.54	47,832.38	42,382.66	97,167.62
Gloversville Library Foundation Inc. - Don. Reg.	7,500.00	700.00	1,550.00	1,644.00	5,950.00
Government Affiliations	6,060.00	505.70	5,057.00	4,879.04	1,003.00
Fines & Miscellaneous Income	14,000.00	1,060.65	3,493.35	3,754.52	10,506.65
U.S. Treasury - Medical Ins. Credit Refunds	5,500.00	0.00	0.00	0.00	5,500.00
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	0.00	0.00	10,000.00
TOTAL RECEIPTS	<u><u>\$458,769.00</u></u>	<u><u>\$13,667.88</u></u>	<u><u>\$57,955.30</u></u>	<u><u>\$52,683.99</u></u>	<u><u>\$400,813.70</u></u>
	Income Cash Reconcilement				
Income Cash Balance on October 1, 2014	<u>\$204,580.91</u>				
Plus: Receipts Per Report	13,667.88				
Less: Expenses Per Report	<u>39,533.26</u>				
Income Cash Balance on October 31, 2014	<u><u>178,715.53</u></u>				
Accounts Payable as of 10/31/14	8,967.49				
Accrued Expenses as of 10/31/14	0.00				
Prepaid Expenses as of 10/31/14	<u>(864.85)</u>				
Actual Cash Balance on October 31, 2014	<u><u>\$186,818.17</u></u>				

BUILDING FUND

Balance on October 1, 2014	\$353,460.85
Plus: Receipts:	
Interest on Money Market Account	8.14
Less: Paid Outs:	
B R Johnson, Inc. - New Windows (1st Pyt)	188,118.29
Butler Rowland Mays Architects, LLP - Const. Documents	<u>14,391.66</u>
Balance on October 31, 2014	<u><u>\$150,959.04</u></u>

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Craig Clark, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

OCTOBER 2014

	Budget July 1, 2014 to June 30, 2015	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Unexpended Balance
Salaries - Full Time Employees	\$174,061.00	\$ 13,145.22	\$ 55,890.36	\$ 54,940.16	\$118,170.64
Salaries - Part Time Employees	64,157.00	5,397.93	18,071.19	18,663.25	46,085.81
Salaries - Custodians	23,642.00	1,932.26	7,729.04	7,425.68	15,912.96
F I C A & Medicare Tax	20,032.00	1,566.40	6,249.31	6,198.70	13,782.69
Unemployment Insurance	660.00	175.25	350.50	324.50	309.50
Disability Insurance	780.00	0.00	286.70	292.08	493.30
Medical Insurance	42,880.00	3,811.23	15,077.02	12,743.28	27,802.98
Pension Expense	38,127.00	0.00	(9.16)	0.00	38,136.16
Heat	9,000.00	62.40	202.21	212.07	8,797.79
Electricity	8,500.00	533.87	1,664.73	1,971.58	6,835.27
Telephone	1,000.00	238.49	895.70	870.00	104.30
Insurance	10,500.00	0.00	5,716.69	9,410.67	4,783.31
Books, Periodicals, etc.	46,818.00	2,078.11	17,673.53	20,707.20	29,144.47
Computer & Automation Services	18,250.00	928.72	2,994.36	3,532.83	15,255.64
Library, Building & Office Supplies	10,000.00	1,557.08	2,937.29	6,971.68	7,062.71
Maintenance & Repairs	9,000.00	0.00	275.57	2,179.23	8,724.43
Financial Secretary	8,200.00	650.00	2,700.00	2,650.00	5,500.00
Professional Fees	5,500.00	6,781.25	6,781.25	330.00	(1,281.25)
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	2,000.00	34.72	636.82	1,164.18	1,363.18
Events & Programming	4,682.00	123.73	1,383.81	622.00	3,298.19
Promotion Expense	2,500.00	437.00	845.50	1,109.95	1,654.50
General Expense	2,000.00	79.60	436.27	674.52	1,563.73
TOTAL EXPENSE	\$503,289.00	\$39,533.26	\$148,788.69	\$152,993.56	\$354,500.31

GLOVERSVILLE PUBLIC LIBRARY
CHECK AND CASH DISBURSEMENTS

OCTOBER 2014

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,632.65)	\$857.73	FICA & Medicare Expense
			1,774.92	Payroll
4472		Gloversville Public Library	8,604.69	Payroll
4473		NYS Child Support Processing Center	235.08	Child Support
4474	000080	Donna J. Kuhner	331.00	Petty Cash
4475	000081	C D P H P	3,390.79	Medical Insurance
4476	000082	Philip Beckett, CPA, PC	6,781.25	Professional Fees
4477	000083	Carol Cownie	25.00	Events & Programming
	000084	Carol Cownie	25.00	Events & Programming
4478	000085	Michael J. Frank (652.45)	650.00	Treasurer & Rec. Secretary
			2.45	Postage
4479	000086	Frontier Communications	238.49	Telephone
4480	000087	Business Card (433.78)	20.00	Computer & Automation
			320.00	Promotion Expense
			70.05	A/V - DVDs
			23.73	Events & Programming
4481	000088	Gloversville True Value Hardware	1.91	Library Supplies
4482	000089	Taste of Home	31.98	Books
4483	000090	Unique Management Services, Inc.	79.60	G/E - Collection Expense
4484	000091	National Grid (596.27)	62.40	Heat
			533.87	Electric
4485	000092	Audio Editions	317.10	A/V - DVDs
	000101			
4486	000093	First Nonprofit Unemployment Program (425.25)	250.00	Cash Reserve
			175.25	Unemployment Insurance
4487	000094	Peter Kuhner	50.00	Events & Programming
4488	000095	The Leader-Herald	117.00	Promotion Expense
4489	000096	Barbara J. Madonna	34.72	Professional Meetings & Travel
4490	000097	Brodart Co.	197.15	Library Supplies
4491	000098	Quill Corporation	224.22	Library Supplies
	000099			
4492	000100	Mohawk Valley Library System	908.72	Computer & Automation
4493	000102	Center Point Large Print	110.86	Books
	000103			
4494	000104	Baker & Taylor Books	450.76	Books
	000105			
4495	000106	Broad Reach	800.11	Books
4496	000107	Wingfoot Plastics & Printing, Inc.	1,131.35	Library Supplies
4497		Gloversville Public Library	7,096.91	Payroll
4498		NYS Child Support Processing Center	235.08	Child Support
DM		Oppenheimer Funds - 403b Plan	150.00	403b Plan
DM		E F T NYS & Local Retirement System	294.49	Pension - Withholdings
DM		E F T NYS Tax Department	641.38	Payroll
DM		E F T United States Treasury (2,151.53)	708.67	FICA & Medicare Expense
			1,442.86	Payroll
DMs		Jaeger & Flynn Associates, Inc. (Reimbursements)	1,599.65	Medical Insurance
		CHECK AND EFT PAID OUTS - OCTOBER 2014	40,996.22	
		PETTY CASH PAID OUTS - OCTOBER 2014		
		Newspapers (Books)	297.25	
		TOTAL OCTOBER 2014 PAID OUTS	<u>\$41,293.47</u>	
		Less: Insurance Reimbursement Johnson	(708.82)	
		Less: Cobra Reimbursement Bucholtz	(470.39)	
		Less: Cash Reserve	(250.00)	
		Less: Petty Cash Check	(331.00)	
		NET TO BALANCE TO EXPENSES	<u>\$39,533.26</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

FARLEY GRANT - BULLET AID

Balance as of October 1, 2014			\$0.00
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at October 31, 2014			\$0.00

WGY CHRISTMAS WISH GRANT

Balance as of October 1, 2014			\$205.00
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at October 31, 2014			\$205.00

STEWART'S FOUNDATION GRANT

Balance as of October 1, 2014			\$325.00
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at October 31, 2014			\$325.00

WORKFORCE LITERACY GRANT

Balance as of October 1, 2014			\$193.73
Grant Money Received			0.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Grant Money Left at October 31, 2014			\$193.73

APPROPRIATION FOR FUTURE AUDIT

Balance as of October 1, 2014			\$12,000.00
Appropriation Provided For In 2014-2015			0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>	
Philip Beckett, CPA PC	4476	3 Year Audit	6,781.25
Total Expenses			6,781.25
Balance of Appropriation Funds Left at October 31, 2014			\$5,218.75

RESTORATION FUNDS RECONCILEMENT

Balance as of October 1, 2014			\$754.38
Funds Received			0.00
Expenses Paid From Restoration Funds:	<u>Check No.</u>	<u>Purpose</u>	
None			0.00
Total Expenses			0.00
Balance of Restoration Funds Left at October 31, 2014			\$754.38



Gloversville Public Library
Director's Report: October 2014
Barbara Madonna – Director

The staff are making good progress with collection evaluation and weeding in anticipation of the move next year. We are all being pretty ruthless about the value of items in the collection. Not only are we paying a monthly fee for housing stuff in the collection that may not circulate frequently, but every item kept will need to be boxed and moved, either to the temporary location or a storage facility. If the item ends up in storage for up to 24 months is it really an item that should be kept?

The Gloversville READS! Committee held its first meeting for the 2015 READ. Nominations are being accepted from the community through November 25th. From there the committee will again narrow the choices down for a community vote in January 2015.

Mormile Plumbing and Heating made a visit as we've had a few hiccups with the boiler again this season. Hopefully we can keep it going for another year. The windows project was nearly complete by October 23rd, the date of the window ceremony, with only a bit of trim and touch ups to complete.

Friends' week was very busy. The Friends' 8th annual Celebration was held on Sunday and raised over \$21,500. A wonderful amount considering the Capital Campaign shares some of the same donors. The Friends recognized the staff on Tuesday with packets of treats. On Wednesday they gave away cider and donuts in the lobby. On Friday they drew the raffle prizes for the book giveaway in the children's room; this year they added a teen category. And on Saturday they hosted a scavenger hunt throughout the building.

Work continues by the Steering Committee on the Capital Campaign. The big events for the month involved the new honorary chair, Richard Russo, a Gloversville native and Pulitzer Prize winning fiction author.

Meetings

- Oct 1st Assemblyman Marc Butler
- Oct 2nd 1) Lisa Buggeln and Chris Pesses, Campaign policy meeting
2) Friends of the Library meeting
- Oct 3rd 1) Staff meeting
2) Dave Karpinski, Parkhurst Field Foundation
- Oct 6th Policy meeting
- Oct 7th Steering Committee meeting
- Oct 8th 1) Paul Mays and Lisa Hayes, Butler Rowland Mays Architects and Scott Lansing, Lansing Engineering
2) Terry Swierzowski Fulton-Montgomery Chamber of Commerce
- Oct 9th Jason Mormile, Mormile Plumbing and Heating
- Oct 10th 1) Staff meeting
2) MVLS Foundation meeting
- Oct 15th 1) Lisa Hayes, Butler Rowland Mays Architects and Anthony Minieri, BR Johnson
2) Carson Block, Carson Block Consulting
3) Gloversville READS 2015 meeting
4) Program Committee meeting
- Oct 16th MVLS Board meeting
- Oct 17th 1) Staff meeting
2) Rick Bamberger, QBI Books
- Oct 19th 8th Annual Friends Celebration
- Oct 21st 1) Walk-thru for windows ceremony
2) Board of Trustees meeting

Oct 22 nd	1) Carson Block, Carson Block Consulting 2) Steering Committee meeting 3) Cocktail reception for Richard Russo
Oct 23 rd	Windows ceremony
Oct 24-30 th	vacation
Oct 30 th	Foundation board meeting
Oct 31 st	Staff meeting

Gloversville Public Library

October 2014

Monthly Report

Statistics for October 2014 are as follows (figures in parentheses represent comparable figures for October 2013):

	2014	2013
<u>VISITORS</u>	9,847	(9,108)

CIRCULATION

Adult Circulation	2,655	(2,781)
Teen Circulation	360	(283)
Juvenile Circulation	1,401	(1,615)
Audiobooks	288	(342)
eBooks	298	(220)
Music	50	(64)
Periodicals	100	(116)
Videos	1,549	(1,400)
Museum Passes	1	(1)
Subtotal	<u>6,702</u>	<u>(6,822)</u>
<u>In-House Use</u>		
Adult	435	(447)
Juvenile	311	(668)
Other Materials	2,097	(1,562)
Subtotal	<u>2,843</u>	<u>(2,677)</u>
Total October Circulation	9,545	(9,499)

<u>REFERENCE QUESTIONS</u>	854	(699)
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MEETINGS/PROGRAMS/OUTREACH

17 Adult programs and meetings with 578 people	(7 Adult programs and meetings with 85 people)
14 Juvenile programs with 572 children	(7 Juvenile programs with 97 children)
3 Teen programs with 25 people	(4 Teen programs with 44 people)

<u>INTERLIBRARY LOAN</u>	<u>Material Borrowed</u>	<u>Material Loaned</u>
Books	728	594
AV	198	46
Total	<u>926</u>	<u>640</u>

<u>COMPUTER USAGE</u>	1,681	(1,412) users
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HISTORICAL ROOM

Visitors	8
Books Used	25
Reference Questions	7
Telephone Reference	0
Letters	0
Computer usage	0