



Gloversville Public Library
Meeting of the Board of Trustees
December 16, 2014
6:30pm
Gloversville Public Library

Pledge to the Flag
Public Comment

1. Accept minutes of November 2014 meeting
2. Treasurer's Report
3. Budget and Finance
 - Minimum wage increase
 - Warrant
 - 2015-16 budget
4. Friends
5. Building and Grounds
 - Windows update
6. AD HOC Steering Committee
 - Whiteman, Osterman and Hanna proposal
7. AD HOC Policy
 - Conflicts of Interest
8. Personnel Committee
9. Program Committee
10. PR Committee
11. Director's Report
12. President's Report
 - Trustee orientation
13. Foundation
14. Old Business
15. New Business
 - Appointing auditor
16. Adjourn

Next Meeting: January 20, 2014.



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

November 18, 2014

The Gloversville Public Library Board of Trustees held a meeting on November 18, 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, Robin Lair, Craig Clark, Elizabeth Batchelor, Christine Pesses, David Fisher, Merry Dunn Brown and James McGuire. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Nancy Krawczeski, Vice-President of the Friends of the Gloversville Public Library, and John Blackmon also attended the meeting. Jay Ephraim was 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 October 21, 2014. Mr. Fisher 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. 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 October 2014 and the fiscal year-to-date period ending October 31, 2014 with the Trustees. Mr. Frank informed the Trustees that our fiscal year-to-date income through October 31, 2014 is up approximately \$5,300 from 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 down approximately \$4,200 from the prior year due primarily to lower book expense and lower library supplies. In October of 2013 the Library purchased a new copier for the office at a cost of approximately \$3,000. Insurance Expense was also below last year by approximately \$3,700 due to the timing of paying our Commercial package on the building and contents. Mr. Frank asked if there were any questions or comments on the financials for the month of October 2014 or the year-to-date period ended October 31, 2014. Hearing none, Ms. Batchelor 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 108 through 137 for November 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.

Mr. Clark informed the Trustees that a meeting of the Finance Committee would be scheduled soon to begin working on the budget for the fiscal year ending June 30, 2016.

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 which raised approximately \$21,000. Ms. Krawczeski also informed the Trustees that the fall book and bake sale was very successful again this year raising approximately \$1,500. Ms. Krawczeski also informed the Trustees that the Friends held a fundraiser on November 11th at the Gloversville Pizza Hut however no figures were yet available on the proceeds from the event. Ms. Krawczeski also informed the Trustees that the Friends will be decorating the lobby of the Library on November 24th and that their newsletter will be out in December.

Ms. Madonna informed the Trustees that the new windows have been installed and that the final touch ups will be completed soon and that once completed we will be able to apply for the balance of the Grant from the State for the window project which amounts to approximately \$20,000. Ms. Madonna informed the Trustees that the security cameras are up and running and that they are connected directly to the police department. Ms. Madonna indicated that she can monitor just the activity of the Library's two cameras remotely via her laptop, cellphone or ipad through an app. Ms. Madonna also informed the Trustees that she has had several phone conversations with our Technology Consultant Carson Block and that things are proceeding with plans for the layout of drops, etc in the renovated building. Ms. Madonna also informed the Trustees that our Construction Manager has put together a preliminary cost estimate of approximately \$7,000,000 for the project but a few details are still being reviewed including moving and temporary space costs during construction before a final number will be available.

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 \$2,297,675.82 and continuing to grow. Mrs. Pesses also informed the Trustees that she and Ms. Madonna and Matthew Blumenfeld had talked with staff of Kirsten Gillibrand's northern New York field office and her Washington, DC office regarding federal grants and other support she might be able to provide to the campaign. A meeting with Senator Farley in Albany is scheduled for tomorrow and additional meetings are being planned with public officials in an attempt to gain their support for our grant applications.

Ms. Batchelor informed the Trustees that the first reading of our Bylaw changes and the Claims Auditor Policy had been scheduled for tonight and opened the floor to anyone who wanted to propose corrections or changes to same. Hearing none, the next reading at the December meeting will be followed by a vote to change the Bylaws and approve the Claims Auditor Policy.

Ms. Madonna reported that Sherry Gennett is out to at least the end of November with health issues.

Mrs. Lair informed the Trustees that the Gloversville Reads Program for 2015 book nominating forms will continue to be accepted until November 25, 2014. Mrs. Lair also informed the Trustees that the Public Relations Committee had met today and will be working on supporting the various programs being presented at the Library.

Ms. Madonna informed the Trustees that she had nothing else to report at this time. Ms. Madonna informed the Trustees that she had attended NYLA in Saratoga recently.

Mr. Fisher informed the Trustees that he had nothing further to report at this meeting.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had met on Thursday, October 30th and had approved a transfer from the Capital Campaign account to the Library Building Fund in the amount of \$200,000.

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

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. McGuire, to adjourn the meeting at 7:25 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on December 16, 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

NOVEMBER 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	\$270,509.00	\$270,509.00	\$0.00	\$0.00
Investment Income	200.00	8.77	31.34	28.02	168.66
Gloversville Library Foundation Inc. - Int. & Div.	145,000.00	22,407.26	70,239.64	61,952.09	74,760.36
Gloversville Library Foundation Inc. - Don. Reg.	7,500.00	1,940.00	3,490.00	8,252.50	4,010.00
Government Affiliations	6,060.00	25.00	5,082.00	4,879.04	978.00
Fines & Miscellaneous Income	14,000.00	1,145.04	4,638.39	5,135.82	9,361.61
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	10,000.00	10,000.00
TOTAL RECEIPTS	<u>\$458,769.00</u>	<u>\$296,035.07</u>	<u>\$353,990.37</u>	<u>\$90,247.47</u>	<u>\$104,778.63</u>
	Income Cash Reconcilement				
Income Cash Balance on November 1, 2014	<u>\$178,715.53</u>				
Plus: Receipts Per Report	296,035.07				
Less: Expenses Per Report	<u>64,508.62</u>				
Income Cash Balance on November 30, 2014	<u>410,241.98</u>				
Accounts Payable as of 11/30/14	0.00				
Accrued Expenses as of 11/30/14	0.00				
Prepaid Expenses as of 11/30/14	<u>(2,542.83)</u>				
Actual Cash Balance on November 30, 2014	<u>\$407,699.15</u>				

BUILDING FUND

Balance on November 1, 2014	\$150,959.04
Plus: Receipts:	
Interest on Money Market Account	6.79
Funds Received from Capital Campaign Account	200,000.00
Funds Received from Farley (Bullet Aid)	7,500.00
Less: Paid Outs:	
B R Johnson, Inc. - New Windows (2nd Pyt)	119,358.00
Butler Rowland Mays Architects, LLP - Const. Documents	<u>11,566.80</u>
Balance on November 30, 2014	<u>\$227,541.03</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

NOVEMBER 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	\$ 11,835.04	\$ 67,725.40	\$ 68,675.20	\$106,335.60
Salaries - Part Time Employees	64,157.00	3,922.09	21,993.28	23,115.05	42,163.72
Salaries - Custodians	23,642.00	1,932.26	9,661.30	9,282.10	13,980.70
F I C A & Medicare Tax	20,032.00	1,353.28	7,602.59	7,732.02	12,429.41
Unemployment Insurance	660.00	0.00	350.50	324.50	309.50
Disability Insurance	780.00	0.00	286.70	292.08	493.30
Medical Insurance	42,880.00	2,686.80	17,763.82	15,219.49	25,116.18
Pension Expense	38,127.00	29,933.16	29,924.00	19,541.25	8,203.00
Heat	9,000.00	157.44	359.65	447.56	8,640.35
Electricity	8,500.00	462.02	2,126.75	2,438.14	6,373.25
Telephone	1,000.00	235.60	1,131.30	1,087.94	(131.30)
Insurance	10,500.00	4,386.00	10,102.69	9,410.67	397.31
Books, Periodicals, etc.	46,818.00	3,400.46	21,073.99	25,450.16	25,744.01
Computer & Automation Services	18,250.00	1,725.76	4,720.12	4,570.43	13,529.88
Library, Building & Office Supplies	10,000.00	518.15	3,455.44	7,172.93	6,544.56
Maintenance & Repairs	9,000.00	550.72	826.29	2,746.22	8,173.71
Financial Secretary	8,200.00	700.00	3,400.00	3,300.00	4,800.00
Professional Fees	5,500.00	75.00	6,856.25	330.00	(1,356.25)
Election Expense	1,000.00	0.00	0.00	0.00	1,000.00
Professional Meetings & Travel	2,000.00	378.24	1,015.06	1,302.62	984.94
Events & Programming	4,682.00	91.40	1,475.21	722.00	3,206.79
Promotion Expense	2,500.00	95.55	941.05	1,486.20	1,558.95
General Expense	2,000.00	69.65	505.92	754.12	1,494.08
TOTAL EXPENSE	<u>\$503,289.00</u>	<u>\$64,508.62</u>	<u>\$213,297.31</u>	<u>\$205,400.68</u>	<u>\$289,991.69</u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

NOVEMBER 2014

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,083.35)	\$690.58	FICA & Medicare Expense
			1,392.77	Payroll
4499		Gloversville Public Library	6,919.06	Payroll
4500		NYS Child Support Processing Center	235.08	Child Support
4501		NYS & Local Retirement System	9.16	Pension - Withholdings
4502	000108	Donna J. Kuhner	297.25	Petty Cash
4503	000109	C D P H P	3,390.79	Medical Insurance
4504	000110	Michael J. Frank	700.00	Treasurer & Rec. Secretary
4505	000111	Frontier Communications	235.60	Telephone
4506	000112	Business Card (639.96)	91.40	Events & Programming
			58.31	Computer & Automation
			281.80	Maintenance & Repairs
			110.00	Professional Meetings & Travel
			298.45	A/V - DVDs
			(200.00)	Misc. Income - Cashback Bonus
4507	000113	Gloversville True Value Hardware	13.32	Maintenance & Repairs
4508	000114	Unique Management Services, Inc.	69.65	G/E - Collection Expense
4509	000115	National Grid (619.46)	157.44	Heat
			462.02	Electric
4510	000116	The Leader-Herald	69.60	Promotion Expense
4511	000117	Barbara J. Madonna	141.12	Professional Meetings & Travel
4512	000118	Quill Corporation	518.15	Library Supplies
4513	000119	Mohawk Valley Library System	1,573.46	Computer & Automation
4514	000120	Center Point Large Print	92.08	Books
4515	000121	Baker & Taylor Books	85.79	Books
4516	000122	Carson Block Consulting, Inc.	93.99	Computer & Automation
4517	000125	Donna J. Kuhner	52.08	Professional Meetings & Travel
4518	000126	Nicole Hauser	40.32	Professional Meetings & Travel
4519	000127	Liberty Mutual Insurance (6,063.98)	4,386.00	Insurance
			1,677.98	Prepaid Expense
4520	000128	Palmateer Trucking & Container Service	128.00	Maintenance & Repairs
4521	000129	Board of Water Commissioners	127.60	Maintenance & Repairs
4522	000130	Port Jackson Media, LLC	25.95	Promotion Expense
4523	000131	Quality Books, Inc. (2.67)	323.18	A/V - DVDs
			(320.51)	Accounts Payable
4524	000132	Mc Cary & Huff, LLP	75.00	Professional Fees
4525	000133	Barbara J. Madonna	34.72	Professional Meetings & Travel
4526	000134	Audio Editions	211.43	A/V - DVDs
4527	000135	Center Point Large Print	43.50	Books
4528	000136	Quality Books, Inc.	745.77	Books
4529	000137	Ebsco Subscription Services	1,211.51	Serials
4530		NYS Child Support Processing Center	235.08	Child Support
4531		Gloversville Public Library	6,599.35	Payroll
4532	000138	NYS & Local Retirement System (39,212.00)	9,288.00	Accounts Payable
			29,924.00	Pension Expense
DM		Oppenheimer Funds - 403b Plan	150.00	403b Plan
DM		E F T NYS & Local Retirement System	240.78	Pension - Withholdings
DM		E F T NYS Tax Department	562.38	Payroll
DM		E F T United States Treasury (2,017.59)	662.70	FICA & Medicare Expense
			1,354.89	Payroll
Dms		Jaeger & Flynn Associates, Inc. (Reimbursements)	475.22	Medical Insurance
		CHECK AND EFT PAID OUTS - NOVEMBER 2014	76,041.80	
		PETTY CASH PAID OUTS - NOVEMBER 2014		
		Newspapers (Books)	388.75	
		TOTAL NOVEMBER 2014 PAID OUTS	<u>\$76,430.55</u>	
		Less: Insurance Reimbursement Johnson	(708.82)	
		Less: Cobra Reimbursement Bucholtz	(470.39)	
		Less: Prepaid Expense	(1,677.98)	
		Less: Accounts Payable	(8,967.49)	
		Less: Petty Cash Check	(297.25)	
		Plus: Cash Back Bonus	200.00	
		NET TO BALANCE TO EXPENSES	<u>\$64,508.62</u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

FARLEY GRANT - BULLET AID

Balance as of November 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 November 30, 2014		\$0.00

WGY CHRISTMAS WISH GRANT

Balance as of November 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 November 30, 2014		\$205.00

STEWART'S FOUNDATION GRANT

Balance as of November 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 November 30, 2014		\$325.00

WORKFORCE LITERACY GRANT

Balance as of November 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 November 30, 2014		\$193.73

APPROPRIATION FOR FUTURE AUDIT

Balance as of November 1, 2014		\$5,218.75
Appropriation Provided For In 2014-2015		0.00
Expenses Paid From Appropriation Funds:	<u>Check No.</u>	<u>Purpose</u>
None		0.00
Total Expenses		0.00
Balance of Appropriation Funds Left at November 30, 2014		\$5,218.75

RESTORATION FUNDS RECONCILEMENT

Balance as of November 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 November 30, 2014		\$754.38



Gloversville Public Library

Director's Report: November 2014

Barbara Madonna – Director

I performed a punch list walk through of the windows with the architect and window contractor during the month. There were a few touch ups that are needed and this project will be complete. We also upgraded 6 staff and 1 public computer during the month. The Library's new exterior security cameras have been up and operating for nearly a month. As a result of the sudden interest by Gloversville organizations to join the Police Departments security camera system a meeting was held to discuss infrastructural upgrades that are needed. The Library and Water Department were assured that the verbal agreements that were made when they joined the system would not change, though new organizations might have to contribute toward infrastructure as well as equipment. The City will draft an agreement between the City and all organizations to outline terms in writing.

READ nominations wrapped up in November with over 20 titles suggested. The Committee will review and discuss them in December and narrow the list for a community vote in January. Miss Sherry was out on medical leave for November so there were no meetings of the Bibliomaniacs. The Christmas displays came out a little early after numerous patron requests for crafts, cooking, stories and DVDs.

The New York Library Association annual conference was held in Saratoga this month. There were a number of interesting programs related to both the building and programs. It will be nice when we are through construction and can spend more time on programs and projects.

Meetings

- Nov. 4th Marc Rivers, UW Marx
- Nov. 5th-8th NYLA annual conference, Saratoga Springs
- Nov. 12th Dave Fisher
- Nov. 13th
 - 1) Lisa Hayes, Butler Rowland Mays Architects and Tony Minieri, BR Johnson
 - 2) Conference call Dough Kelleher, Epsilon Associates and Matt Blumenfeld
 - 3) David Briggs, NBT Insurance Inc.
- Nov. 14th MVLS Foundation meeting
- Nov. 18th
 - 1) Conference call with John Mazur, Matt Blumenfeld, FDA Chris Pesses and staff for Senator Gillibrant: Jon Cardinal, DC Office and Susan Merrell North Country Office
 - 2) Steering Committee
 - 3) Program Committee meeting
 - 4) Board of Trustees Meeting
- Nov. 19th
 - 1) Meeting with Senator Farley, Matt Blumenfeld, FDA and Chris Pesses – Albany
 - 2) CGP
- Nov. 20th
 - 1) MVLS Board meeting
 - 2) MVLS Budget and Finance Committee meeting
 - 3) Ellen Bach, Whiteman, Osterman and Hanna, Mark Limardo, Olshan, Nick Ratti, Cohen Resnick, Matt Blumenfeld, FDA
 - 4) Lisa Buggeln and Chris Pesses
- Nov. 21st
 - 1) Paul Mays and Lisa Hayes, Butler Rowland Mays Architects
 - 2) Scott Lansing and Travis Rosencranse, Lansing Engineering
- Nov. 24th Mary Hanley, Joint Automation
- Nov. 25th
 - 1) Chief Van Duesen, Capt. Mark Porter, Atty. Tony Caselle, Chris Satterly, Gloversville Water Board, Dan Towne, Sr. Gloversville Housing Authority
 - 2) Demco
 - 3) Bonnie Howard
- Nov. 26th
 - 1) Lisa Buggeln and Chris Pesses
 - 2) Brian DiPasquale, Principal, Park Terrace Elementary School

Gloversville Public Library
November 2014
Monthly Report

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

	2014	2013
<u>VISITORS</u>	7,582	(7,298)

CIRCULATION

Adult Circulation	2,071	(2,404)
Teen Circulation	353	(277)
Juvenile Circulation	1,361	(1,478)
Audiobooks	285	(272)
eBooks	328	(226)
Music	24	(55)
Periodicals	97	(78)
Videos	1,320	(1,036)
Museum Passes	0	0
Subtotal	5,839	(5,826)
<u>In-House Use</u>		
Adult	329	(383)
Juvenile	315	(396)
Other Materials	1,504	(1,139)
Subtotal	2,148	(1,918)
Total November Circulation	7,987	(7,744)

<u>REFERENCE QUESTIONS</u>	511	(534)
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MEETINGS/PROGRAMS/OUTREACH

13 Adult programs and meetings with 120 people	(5 Adult programs and meetings with 40 people)
4 Juvenile programs with 81 children	(18 Juvenile programs with 58 children)
0 Teen programs with 0 people	(3 Teen programs with 18 people)

<u>INTERLIBRARY LOAN</u>	<u>Material Borrowed</u>	<u>Material Loaned</u>	
Books	614	513	
AV	227	129	
Total	841	642	

<u>COMPUTER USAGE</u>	1,377	(1,139)
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HISTORICAL ROOM

Visitors	10
Books Used	30
Reference Questions	12
Telephone Reference	0
Letters	0
Computer usage	0