



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

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

December 16, 2014

The Gloversville Public Library Board of Trustees held a meeting on December 16, 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, 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 November 18, 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. De Santis, 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 November 2014 and the fiscal year-to-date period ending November 30, 2014 with the Trustees. Mr. Frank informed the Trustees that our fiscal year-to-date income through October 31, 2014 is up approximately \$263,700 from the same period of last year due primarily to having received our Tax Levy from the Gloversville Enlarged School District in November this year as compared to December in 2013. Expenses this year are up approximately \$7,900 from the prior year due primarily to higher pension expense and higher professional fees. These expenses have been partially offset by lower book expense and lower library supplies. Mr. Frank asked if there were any questions or comments on the financials for the month of November 2014 or the year-to-date period ended November 30, 2014. Hearing none, Ms. Batchelor made a motion, seconded by Mrs. Lair, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Frank reminded the Trustees that the New York State minimum wage would be increasing again on January 1, 2015 to \$8.75 per hour. Mr. Frank said that in conjunction with this increase the 2014-2015 Budget that was approved contained an increase for all employees of \$.50 per hour effective January 1, 2015 and an increase in Ms. Madonna's salary from \$56,000 per year to \$58,000 per year effective January 1, 2015.

Mr. Frank distributed the Warrants numbered 138 through 164 for December 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 was held prior to the Trustee's meeting to review the work done on the 2015-2016 Budget by Ms. Madonna and Mr. Frank. Copies were distributed for review with Mr. Clark explaining the various scenarios primarily to do with wage increases and benefits if made effective in January again next year or if they were put in place in July next year to coincide with our budget year. Proposals were also done for an increase of \$.50 per hour and \$.75 per hour. Another Finance Committee meeting will be held prior to the Board meeting in January for further review.

Mr. Fisher informed the Trustees that there was no report from the Friends this month.

Ms. Madonna informed the Trustees that the new windows project is wrapping up with the final paper work being done. Ms. Madonna also informed the Trustees that our Construction Manager has been working on possible front apron ideas for the renovation project.

Mrs. Pesses reviewed the progress of the Steering Committee since the last meeting. Mrs. Pesses informed the Trustees that new Steering Committee members had joined the team and that Ms. Batchelor has agreed to be co-chair with her. Mrs. Pesses informed the Trustees that various steps need to be taken in order to secure the Historical Tax Credits for the project and that the law firm of Whiteman, Osterman

and Hanna in Albany have given us a proposal of \$75,000 to complete all the various aspects needed to accomplish the changes needed. Ms. Batchelor made a motion, seconded by Mr. De Santis, to approve payment of up to \$75,000 for the proposal of Whiteman, Osterman and Hanna. This was approved all voting aye.

Ms. Batchelor informed the Trustees that the Board needed to have a Conflicts of Interest Policy in place. The AD HOC Policy Committee will be drafting one for the Board to review soon.

Ms. Madonna reported that Paula De Santis will be retiring as of December 26, 2014.

Mrs. Lair informed the Trustees that the Gloversville Reads Program for 2015 is moving forward. Ms. Madonna and Mrs. Howard are working on other programming ideas during Mr. Ephraim's absence. Ms. Madonna reported that after conversations with Mrs. Howard, the Program Coordinator, and Mr. Ephraim, the Program Committee concluded that outside of the Gloversville READS Program its meetings continued to focus on promotion rather than programming and that with the absence of Mr. Ephraim the Programming Committee should be put on hiatus and give the PR Committee an opportunity to provide PR.

Ms. Madonna informed the Trustees that she had nothing else to report at this time.

Mr. Fisher informed the Trustees that a Trustee Orientation meeting needed to be scheduled in January. He will meet with the new Trustees to determine a good date.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had met on Tuesday, December 9, 2014 and had approved a budget appropriation of \$160,000 for the Library's 2015-2016 Budget.

Mr. Fisher asked if there was any old business to come before the meeting. Ms. Batchelor informed the Trustees that the second 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, Mrs. Pesses made a motion, seconded by Ms. Dunn Brown to approve the Bylaws changes and approve the Claims Auditor Policy. This was approved all voting aye. A motion was made by Mrs. Pesses, seconded by Mr. McGuire, to appoint John Blackmon as the Claims Auditor for the Library. This was approved all voting aye.

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

Mr. McGuire made a motion, seconded by Ms. Batchelor, to adjourn the meeting at 7:40 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on January 20, 2015 at 6:30 PM.

Michael J. Frank  
Recording Secretary

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Christine Pesses  
Secretary