



Minutes of the Gloversville Public Library Board of Trustees Meeting

January 20, 2015

The Gloversville Public Library Board of Trustees held a meeting on January 20 16, 2015 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, Jay Ephraim and James McGuire. Michael J. Frank, Treasurer and Recording Secretary, Barbara J. Madonna, Director of the Gloversville Public Library, Jean La Porta, President of the Friends of the Gloversville Public Library, John Blackmon, Claims Auditor for the Gloversville Public Library, and two students from the Participation in Government class from the Johnstown High School also attended the meeting.

Barbara Madonna
Library Director

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.

2014-2015
Board of Trustees

Mr. Fisher asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on December 16, 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.

Elizabeth Batchelor

Mr. Fisher asked Mr. Frank to review the Treasurer's Report for the month of December 2014 and the fiscal year-to-date period ending December 31, 2014 with the Trustees. Mr. Frank informed the Trustees that our fiscal year-to-date income through December 31, 2014 is up approximately \$3,200 from the same period of last year due primarily to the higher Tax Levy this year and higher Interest and Dividends received from the Foundation this year. This was partially offset by not having received the support check yet this year from the Friends of the Library. Expenses this year are up approximately \$11,900 from the prior year due primarily to higher pension expense, higher medical insurance and reimbursements, higher computer and automation services 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 December 2014 or the year-to-date period ended December 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.

Craig Clark

Vince DeSantis

Jay Ephraim

David Fisher

Robin Lair

James McGuire

Christine Pesses

Mr. Frank distributed the Warrants list for January 2015 numbered 165 through 190 which was audited by John Blackmon our Claims Auditor. Mr. Blackmon found all claims to be legitimate claims for monies due from the Gloversville Public Library and recommended payment of same. Mrs. Pesses made a motion, seconded by Ms. Batchelor, to have Mr. Frank our Treasurer prepare checks for payment of these claims. This was approved all voting aye.

Mr. Clark informed the Trustees that a meeting of the Finance Committee was held prior to the Trustee's meeting to review the most recent version of the 2015-2016 Budget which now includes the \$10,000 contribution approved by the Friends of the Gloversville Public Library and the calculated Tax Levy Cap amount of \$276,321 for fiscal years ending in 2016. The Finance Committee recommended that we get our salary adjustments back on a fiscal year basis to coincide with our budget year. The Trustees agreed that this was a good idea and felt that an increase of \$.50 per hour for the employees in July of 2015 and an increase in Ms. Madonna's salary of \$2,000 in July 2015 would be appropriate for the 2015-2016 Budget. As such there will not be a midyear raise in January 2016 when the minimum wage is scheduled to rise again. Additional discussion and review will be held at the February 2015 Trustee's meeting with approval expected.

Mrs. La Porta informed the Trustees that the Friends had approved the \$10,000 appropriation for the Library at their January 2015 meeting. Mrs. La Porta also informed the Trustees that the Friends were not planning a celebration for 2015. Mrs. La Porta informed the Trustees that a newsletter had gone out in December 2014 and that the next newsletter would be going out in April 2015. Mrs. La Porta also informed the Trustees that a fundraiser bus trip is being planned to the New York Public Library Main Branch in New York City. Mrs. La Porta also informed the Trustees that the preschool story hour is going well and the "Box of Books" program is also doing well.

Ms. Madonna informed the Trustees that the new windows project is wrapping up with the final paper work being done. As soon as the final payment is made Ms. Madonna will be applying for the balance of the money due from the State Education Department Grant.

Ms. Batchelor reviewed the progress of the Steering Committee since the last meeting. Ms. Batchelor distributed financial information explaining hard costs versus soft costs for the Master Renovation Plan. Another sheet was also distributed showing amounts spent on projects under the umbrella of the complete renovation so far total just over one million dollars. Ms. Batchelor reviewed the procedure that needs to be followed to accomplish the structure changes that need to happen with the Library and the Library property in order to secure Federal and State Historic Tax Credits and the New Markets Tax Credits. The total raised by the Campaign to date is \$2,345,866.

Mr. Fisher reminded the Trustees that the Board needed to have a Conflicts of Interest Policy in place. The AD HOC Policy Committee will start with a copy of the MVLS Policy in order to get a good starting point for our Policy.

Ms. Madonna informed the Trustees that she needs to go to Civil Service to get a list of possible people to interview for the part time positions that have become available due to recent resignations and retirements.

Mrs. Lair informed the Trustees that the Gloversville Reads Program for 2015 is moving forward. The final day to vote for your favorite book is January 31, 2015. The Committee will meet on February 3, 2015 at 3:15 PM to review the voting. The title will be announced in early February this year so the community has time to read it before programming starts in April. Mrs. Lair also informed the Trustees that the Spanish class is going well and that the Committee has been asking the staff for other ideas for programming.

Mr. McGuire informed the Trustees that his attempt to contact the different PTAs by email had not produced any responses.

Ms. Madonna informed the Trustees that it was once again time to renew our Joint Automation Agreement with Mohawk Valley Library System. Mrs. Pesses made a motion, seconded by Mr. De Santis to approve Mr. Fisher signing the agreement on behalf of the Library.

Mr. Fisher informed the Trustees that a Trustee Orientation meeting was held for Mr. McGuire and Ms. Dunn Brown.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since our last Board of Trustees meeting.

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. Ms. Madonna informed the Trustees that she felt that the Trustees should all have an orientation by MVLS at some point in the future. The Trustees felt that after July 1st when any new Trustees would be on board would be a good time for this orientation. Ms. Madonna also informed the Trustees that it was time to review our Plan of Service for the three year period 2015 to 2017. A meeting will need to be scheduled to review our Plan of Service.

At this point in the meeting Mr. De Santis asked the Trustees if he could review a pending matter that would affect the rebuilding efforts of various groups regarding downtown Gloversville. The Trustees agreed to hear his comments and concerns.

Mr. De Santis asked the Trustees to review his Gloversville's Urban Core Rebirth of a City article as part of a discussion regarding NBT Bank donating the former City National Bank headquarters building to St. Mary's Hospital to be used as a Drug and Alcohol Rehabilitation Center. Petitions were distributed for signatures urging NBT Bank not to transfer this property to St. Mary's Hospital for this purpose since this is contrary to the whole revitalization project currently underway.

Ms. Batchelor made a motion, seconded by Mrs. Pesses, to adjourn the meeting at 8:20 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on February 17, 2015 at 6:30 PM.

Michael J. Frank
Recording Secretary

Christine Pesses
Secretary