



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

April 21, 2015

The Gloversville Public Library Board of Trustees held a meeting on April 21, 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: David Fisher, Robin Lair, Craig Clark, Jay Ephraim, James McGuire and Merry Dunn Brown. 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, Claims Auditor for the Gloversville Public Library, also attended the meeting. Christine Pesses, Elizabeth Batchelor and Vincent De Santis were excused from 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.

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Mr. Fisher opened the meeting with a Budget Hearing reviewing the various income and expense items in the 2015-2016 Budget and also explaining various charts showing trends in receipts and expenditures and patron usage of the Library. Mr. Fisher asked for questions or comments from those in attendance. Hearing none, the regular meeting continued with the scheduled agenda.

Elizabeth Batchelor

Mr. Fisher asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on March 17, 2015. Mr. Fisher asked if there were any corrections or additions to the minutes of the meeting as presented. Ms. Dunn Brown mentioned the name of the Gloversville Enlarged School District Business Administrator should be Steve Schloika and Mr. Frank noted that the adjourning motion was made by Mrs. Lair. Mrs. Lair made a motion, seconded by Ms. Dunn Brown, to approve the minutes as presented with the corrections noted. This motion was approved all voting aye.

Craig Clark

Vince DeSantis

Jay Ephraim

David Fisher

Robin Lair

James McGuire

Christine Pesses

Mr. Fisher asked Mr. Frank to review the Treasurer's Report for the month of March 2015 and the fiscal year-to-date period ending March 31, 2015 with the Trustees. Mr. Frank informed the Trustees that our fiscal year-to-date income through March 31, 2015 is up approximately \$14,500 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 lower donations received from the Foundation this year. Expenses this year are up approximately \$13,400 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 library supplies due to a new copier purchased last year and lower maintenance and repairs. Mr. Frank asked if there were any questions or comments on the financials for the month of March 2015 or the year-to-date period ended March 31, 2015. Hearing none, Mr. McGuire made a motion, seconded by Mrs. Lair, to accept the Treasurer's Report as presented. This was approved all voting aye.

Mr. Frank distributed the Warrants list for April 2015 numbered 238 through 262 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. Mr. Clark made a motion, seconded by Mr. McGuire, to have Mr. Frank our Treasurer prepare checks for payment of these claims. This was approved all voting aye.

Mrs. La Porta informed the Trustees that the Friends newsletter was out last week and copies were available if anyone did not get one. Mrs. La Porta also informed the Trustees that the Friend's Celebrations had raised over \$200,000 during the years of conducting same. Mrs. La Porta also informed the Trustees that the Book and Bake sale would be held on June 9 and 10 this year. Friends are also discussing a chicken barbeque possibly in June. The next meeting of the Friends will be on May 7th.

Ms. Madonna informed the Trustees that the parking lot at 66 E. Fulton Street work needs to be done soon to comply with the Grant Funds received and that bids will be put out in June for the lot to be leveled and stone brought in and also utility set up for a shed of a size to be determined for storage and a work shop area. This should be completed over the summer. Ms. Madonna also informed the Trustees that during our Fire Department inspection it was determined that our fire alarm system was not working and apparently was never hooked up. This is being looked into and should be taken care of soon. Ms.

Madonna also informed the Trustees that the Handicap Ramp needs some patching to repair and that our custodian will be taking care of it soon. Mr. Ephraim informed the Trustees that our custodian had installed our flag by attaching it to the sign on the lawn and it was agreed to keep it there at least until renovations start.

Ms. Madonna informed the Trustees that U S Bank has given the Library a Letter of Interest in the New Markets Tax Credits. Ms. Madonna also informed the Trustees that we have received close to \$11,000 for the Capital Campaign since our article appeared in the New York Times featuring Richard Russo. Ms. Madonna also informed the Trustees that the Gloversville Enlarged School District portion of our Campaign is set to start tomorrow with payroll deduction encouraged. Ms. Madonna also said that we will be contacting the Teachers' Union and the Retired Teachers' Association for contributions. Ms. Madonna also informed the Trustees that she had presented the Common Council with a proposal to help us get a Community Development Block Grant for \$400,000. The City would sponsor and submit the actual application but we will do all the leg work to apply. The feeling of the Common Council was that they would work with us to get this done. Ms. Madonna also informed the Trustees that we are expecting a commitment soon from the Littauer Foundation. Ms. Madonna also informed the Trustees that the National Parks Service may have concerns with the two towers proposed in the renovation plans. Ms. Madonna said she and the architect are working with Matt Blumenfeld and the Historic Tax Credit consultant to write a response that illustrates why this is the best solution to our lack of handicap access.

Mr. Fisher informed the Trustees that the AD HOC Policy Committee had submitted a Conflicts of Interest Policy for review at the March meeting and it was time to discuss further or vote on same. Ms. Dunn Brown made a motion, seconded by Mr. Clark, to approve the Conflicts of Interest Policy as presented. This was approved all voting aye.

Ms. Madonna informed the Trustees that since Mrs. Kuhner retired effective March 28, 2015 Mrs. Hauser has been taking on various aspects of her job. Ms. Madonna said that she thinks we should consider eliminating the position of Senior Library Clerk and replace it with a Librarian position. This will all need to be handled through Civil Service but in the interim Ms. Madonna would like to increase Mrs. Hauser's salary by \$3,000 annually as she assumes additional duties and responsibilities that were performed by Mrs. Kuhner. Mr. McGuire made a motion, seconded by Mr. Clark, to approve this recommendation. This was approved all voting aye.

Mr. Ephraim informed the Trustees that the "READS" program is kicking off on Friday May 1, 2015 with many programs scheduled throughout May and June. Ten local restaurants will be participating this year with specials in conjunction with the "READ" Program.

Ms. Madonna informed the Trustees that the Library has submitted its first digital items to N Y Heritage, a Data Base for historical collections. Ms. Madonna also informed the Trustees that the MVLS annual dinner this year will be held on Wednesday, May 13, 2015. The Library submitted two applications for the annual MVLS awards; one is for volunteerism, the second for programming.

Mr. Fisher reminded the Trustees of the election on May 5, 2015 and encouraged Trustees to help get support for our ballot for Trustees and the Tax Levy. Polls will be open from 11:00 AM to 8:00 PM.

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

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

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Mr. Clark made a motion to go into Executive Session to discuss personnel issues at 8:19 PM. This was seconded by Mr. McGuire and approved all voting aye. Mr. Clark made a motion, seconded by Mrs. Lair, to come out of Executive Session at 8:47 PM. This was approved all voting aye.

Ms. Dunn Brown made a motion, seconded by Mrs. Lair, to adjourn the meeting at 8:50 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on May 19, 2015 at 6:30 PM.

Michael J. Frank
Recording Secretary

Christine Pesses
Secretary