



Gloversville Public Library
Meeting of the Board of Trustees
June 16, 2015
6:30pm
Gloversville Public Library

Pledge to the Flag
Public Comment

1. Accept minutes of May 19 meeting
2. Treasurer's Report
3. Budget and Finance
Warrant
4. Friends
5. Building and Grounds
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: July 21, 2015



Draft Minutes of the Gloversville Public Library Board of Trustees Meeting

May 19, 2015

The Gloversville Public Library Board of Trustees held a meeting on May 19, 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, Elizabeth Batchelor, Robin Lair, Vincent De Santis, Jay Ephraim, Christine Pesses 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, Wanda Prew, Trustee Elect of the Gloversville Public Library and John Blackmon, Claims Auditor for the Gloversville Public Library, also attended the meeting. Craig Clark and James McGuire 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.

2014-2015
Board of Trustees

Mr. Fisher asked the Trustees to review the minutes of the Regular Meeting of the Trustees held on April 21 2015. 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 Ms. Dunn Brown, 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 April 2015 and the fiscal year-to-date period ending April 30, 2015 with the Trustees. Mr. Frank informed the Trustees that our fiscal year-to-date income through April 30, 2015 is up approximately \$15,700 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 \$8,400 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 book purchases, 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 April 2015 or the year-to-date period ended April 30, 2015. Hearing none, Mrs. Lair made a motion, seconded by Ms. Batchelor, to accept the Treasurer's Report as presented. This was approved all voting aye.

Craig Clark

Mr. Frank distributed the Warrants list for May 2015 numbered 263 through 291 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 Mr. De Santis, to have Mr. Frank our Treasurer prepare checks for payment of these claims. This was approved all voting aye.

Vince DeSantis

Mrs. La Porta informed the Trustees that the Friends Spring Book and Bake sale would be held this year on June 9th and 10th. Mrs. La Porta also informed the Trustees that the Friends are holding a chicken barbeque fundraiser on September 25th to be held in the Running's Plaza parking lot from 4 to 7 PM. Mrs. La Porta also informed the Trustees that the trip to the New York City Library will probably be scheduled for later this fall.

Jay Ephraim

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 however the costs associated with plans drawn up by the site engineers, Lansing Engineering, are estimated to run in excess of \$100,000. After some discussion it was decided that Ms. Madonna would go back to Paul Mays and let him know that the estimated costs for his plan is far in excess of what we can afford. Ms. Madonna also informed the Trustees that Fulton County Electrical had completed their work on the fire alarm system and that she was waiting for another visit from the Fire Department to inspect and test the system.

David Fisher

Mrs. Pesses informed the Trustees that the Capital Campaign has raised \$2.4 million to date through gifts and pledges of 472 donors. Mrs. Pesses also informed the Trustees that the President and the Grant Administrator from the Littauer Foundation will be coming here on Thursday for a four hour visit of Gloversville including a stop at the Library in preparation to make a recommendation to the Grant Committee in response to our request for funding. Mrs. Pesses also informed the Trustees that proposed

Robin Lair

James McGuire

Christine Pesses

legislation has been delivered to Senator Farley's office and Assemblyman Butler's office regarding changes that need to be made for the Library to apply for various grants, etc. Mrs. Pesses also informed the Trustees that Richard Russo was here at the beginning of the month to meet with the Administrators and Teachers from the Gloversville Enlarged School District regarding funding for our Capital Campaign.

Mr. Fisher informed the Trustees that the AD HOC Policy Committee had not met since the last Trustees meeting.

Ms. Madonna informed the Trustees that she had not heard back from Civil Service yet about our proposal to eliminate the position of Senior Library Clerk from our staff and replace it with a Librarian position. Mrs. Lair informed the Trustees that she would be sending out the evaluation forms for Ms. Madonna's review shortly.

Mr. Ephraim informed the Trustees that the "READS" program is in full swing with several programs already completed and that everything was going well. Mr. Ephraim also informed the Trustees that Bonnie Howard is working on Summer Programming and that an Odyssey of the Mind Program, with the Library as the sponsor, is being planned.

Ms. Madonna informed the Trustees that the Library would be going on our Summer Hours effective June 1, 2015 through Labor Day. The Library will be open from 3 PM to 8 PM on Monday and from 9 AM to 7 PM Tuesday through Friday and closed on Saturday and Sunday.

Mr. Frank informed the Trustees that the Gloversville Library Foundation Board had not met since the last meeting of the Trustees but that the Finance Committee will be meeting tomorrow at Jay Wood's office at 3 PM.

Mr. Fisher asked if there was any old business to come before the meeting. Ms. Madonna informed the Trustees that we needed to certify the results of the election on May 5, 2015. Ms. Madonna informed the Trustees that Merry Dunn Brown and Pat Donovan had received the most votes and were elected to 5 year terms and Wanda Prew received the third most votes and was elected to fill the remaining 2 year term. The budget appropriation passed with 132 yes votes and 42 no votes. The appropriation was for the amount of \$276,321. Mrs. Pesses made a motion, seconded by Mr. De Santis to certify the results of the election. This was approved all voting aye.

Mr. Fisher asked if there was any new business to come before the meeting. Ms. Madonna discussed the Tax Cap and the provisions of the Tax Freeze rebate. After some discussion it was decided that the staff time and expense necessary to file the efficiency plan exceeded the diminutive benefit to our tax payers through the rebate.

Ms. Madonna also informed the Trustees that she had received some proposals from Jaeger and Flynn regarding the cost of our Medical Insurance for the fiscal year ending June 30, 2016. The Trustees agreed that as long as the plan chosen fit under our Budget Ms. Madonna was approved to make the choice between plans offered by Jaeger and Flynn.

Mrs. Pesses made a motion to go into Executive Session to discuss personnel issues at 7:50 PM. This was seconded by Mrs. Lair and approved all voting aye. Mrs. Pesses made a motion, seconded by Mrs. Lair, to come out of Executive Session at 8:01 PM. This was approved all voting aye.

Mrs. Pesses made a motion, seconded by Ms. Dunn Brown, to adjourn the meeting at 8:03 PM. This was approved all voting aye.

The next meeting of the Board of Trustees will be held on June 16, 2015 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

MAY 2015

	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	\$270,509.00	\$264,579.00	\$0.00
Investment Income	200.00	5.35	240.13	425.83	(40.13)
Gloversville Library Foundation Inc. - Int. & Div.	145,000.00	16,334.94	144,657.45	133,889.02	342.55
Gloversville Library Foundation Inc. - Don. Reg.	7,500.00	6,635.00	14,940.00	14,157.50	(7,440.00)
Government Affiliations	6,060.00	0.00	6,706.00	7,079.47	(646.00)
Fines & Miscellaneous Income	14,000.00	1,195.88	11,167.33	10,996.72	2,832.67
U.S. Treasury - Medical Ins. Credit Refunds	5,500.00	0.00	4,787.96	4,178.78	712.04
Friends of the Gloversville Public Library, Inc.	10,000.00	0.00	10,000.00	10,000.00	0.00
TOTAL RECEIPTS	<u><u>\$458,769.00</u></u>	<u><u>\$24,171.17</u></u>	<u><u>\$463,007.87</u></u>	<u><u>\$445,306.32</u></u>	<u><u>(\$4,238.87)</u></u>
	Income Cash Reconcilement				
Income Cash Balance on May 1, 2015	<u>\$327,007.17</u>				
Plus: Receipts Per Report	24,171.17				
Less: Expenses Per Report	<u>30,961.20</u>				
Income Cash Balance on May 31, 2015	<u><u>320,217.14</u></u>				
Accounts Payable as of 05/31/15	0.00				
Accrued Expenses as of 05/31/15	0.00				
Prepaid Expenses as of 05/31/15	<u>(5,453.40)</u>				
Actual Cash Balance on May 31, 2015	<u><u>\$314,763.74</u></u>				

BUILDING FUND

Balance on May 1, 2015	\$143,661.51
Plus: Receipts:	
Interest on Money Market Account	2.42
Less: Paid Outs:	
Butler Rowland Mays Architects, LLP - Const. Documents	<u>6,118.25</u>
Balance on May 31, 2015	<u><u>\$137,545.68</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

MAY 2015

	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	\$ 11,077.42	\$ 146,465.52	\$ 152,997.90	\$27,595.48
Salaries - Part Time Employees	64,157.00	4,621.57	49,415.83	49,448.16	14,741.17
Salaries - Custodians	23,642.00	2,008.10	21,634.06	20,799.82	2,007.94
F I C A & Medicare Tax	20,032.00	1,354.61	16,639.77	17,078.33	3,392.23
Unemployment Insurance	660.00	0.00	711.00	675.00	(51.00)
Disability Insurance	780.00	0.00	462.11	578.78	317.89
Medical Insurance	42,880.00	2,051.23	33,083.04	28,460.50	9,796.96
Pension Expense	38,127.00	(0.01)	29,923.99	19,541.25	8,203.01
Heat	9,000.00	318.65	4,183.23	6,582.05	4,816.77
Electricity	8,500.00	372.32	5,494.83	7,289.71	3,005.17
Telephone	1,000.00	262.04	2,605.62	1,150.16	(1,605.62)
Insurance	10,500.00	0.00	10,811.18	9,697.90	(311.18)
Books, Periodicals, etc.	46,818.00	3,849.94	38,902.43	41,817.53	7,915.57
Computer & Automation Services	18,250.00	963.15	16,191.19	10,756.47	2,058.81
Library, Building & Office Supplies	10,000.00	1,516.77	9,794.25	13,350.23	205.75
Maintenance & Repairs	9,000.00	353.96	2,098.90	5,988.76	6,901.10
Financial Secretary	8,200.00	700.00	7,500.00	7,300.00	700.00
Professional Fees	5,500.00	210.00	7,291.25	1,575.00	(1,791.25)
Election Expense	1,000.00	756.11	946.95	876.74	53.05
Professional Meetings & Travel	2,000.00	51.75	1,624.89	1,824.05	375.11
Events & Programming	4,682.00	288.59	3,018.76	2,646.81	1,663.24
Promotion Expense	2,500.00	155.00	2,566.00	3,357.07	(66.00)
General Expense	2,000.00	50.00	974.85	1,416.95	1,025.15
TOTAL EXPENSE	\$503,289.00	\$30,961.20	\$412,339.65	\$405,209.17	\$90,949.35

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

MAY 2015

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
DM		E F T United States Treasury (2,064.04)	\$669.02	FICA & Medicare Expense
			1,395.02	Payroll
4669		Gloversville Public Library	6,537.24	Payroll
4670		NYS Child Support Processing Center	235.08	Child Support
4671	000263	Michael J. Frank	700.00	Treasurer & Rec. Secretary
4672	000264	Frothingham Free Library	15.99	Fines, etc.
4673	000265	Barbara J. Madonna	613.25	Petty Cash
4674	000266	Business Card (1,949.25)	119.09	Events & Programming
			895.51	Library Supplies
			20.00	Computer & Automation
			396.10	A/V - DVDs
			23.23	Maintenance & Repairs
			495.32	Postage
4675	000267	Mohawk Valley Library System (945.90)	943.15	Computer & Automation
			2.75	Fines, etc.
4676	000268	Frontier Communications	262.04	Telephone
4677	000269	Kathryn Mc Cary	210.00	Professional Fees
4678	000270	Unique Management Services, Inc.	50.00	G/E - Collection Expense
4679	000271	Bonnie Howard	51.75	Professional Meetings & Travel
4680	000272	Kingsboro Lumber Co., Inc.	24.16	Maintenance & Repairs
4681	000273	The Leader-Herald (559.11)	404.11	Election Expense
			155.00	Promotion Expense
4682	000274	Sebco Books	1,741.34	Books
4683	000275	Jay Ephraim (65.49)	38.00	Events & Programming
			27.49	Maintenance & Repairs
4684	000276	Board of Water Commissioners	134.08	Maintenance & Repairs
4685	000277	Palmateer Trucking & Container Service	145.00	Maintenance & Repairs
4686	000278	Center Point Large Print	73.44	Books
4687	000279	Baker & Taylor Books	1,003.41	Books
4688	000280	George J. Steele	425.00	Stewart's Grant
4689	000281	National Grid (690.97)	318.65	Heat
			372.32	Electric
4690	000282	C D P H P	3,007.65	Medical Insurance
4691	000283	Johnstown Public Library	9.95	Fines, etc.
4692	000284	W M H T	50.00	Events & Programming
4693	000285	Quill Corporation	125.94	Library Supplies
4694	000286	Audio Editions	246.15	A/V - DVDs
4695	000287	Mary M. Semione	129.75	Election Expense
4696	000288	Louise Burnett	129.75	Election Expense
4697	000289	Jacqueline L. Stewart	92.50	Election Expense
4698	000290	Mary Ann Charon	81.50	Events & Programming
4699	000292	Ellen Sinopoli Dance Company	1,200.00	Saratoga Arts Grant
4700		Gloversville Public Library	6,674.09	Payroll
4701		NYS Child Support Processing Center	235.08	Child Support
DM		Oppenheimer Funds - 403b Plan	300.00	403b Plan
DM		E F T NYS & Local Retirement System	307.08	Pension - Withholdings
DM		E F T NYS Tax Department	567.90	Payroll
DM		E F T United States Treasury (2,141.18)	685.59	FICA & Medicare Expense
			1,455.59	Payroll
DMs		Jaeger & Flynn Associates, Inc. (Reimbursements)	220.29	Medical Insurance
		CHECK AND EFT PAID OUTS - MAY 2015	<u>34,015.35</u>	
		PETTY CASH PAID OUTS - MAY 2015		
		Newspapers (Books)	<u>389.50</u>	
		TOTAL MAY 2015 PAID OUTS	<u>\$34,404.85</u>	
		Less: Insurance Reimbursement Johnson	(708.82)	
		Less: Cobra Reimbursement Bucholtz	(467.89)	
		Less: Stewart's Grant	(425.00)	
		Less: Saratoga Arts Grant	(1,200.00)	
		Less: Fines, etc. Collected for other Libraries	(28.69)	
		Less: Petty Cash Check	<u>(613.25)</u>	
		NET TO BALANCE TO EXPENSES	<u><u>\$30,961.20</u></u>	

GLOVERSVILLE PUBLIC LIBRARY
GRANTS AND OTHER ITEMS IN PROCESS

LIONS CLUB - BRAILLE GRANT

Balance as of May 1, 2015		\$0.00
Grant Money Received		2,000.00
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 May 31, 2015		\$2,000.00

WGY CHRISTMAS WISH GRANT

Balance as of May 1, 2015		\$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 May 31, 2015		\$205.00

STEWART'S FOUNDATION GRANT

Balance as of May 1, 2015		\$325.00
Grant Money Received		500.00
Expenses Paid From Grant Money:	<u>Check No.</u>	<u>Purpose</u>
George J. Steele	4688	Programming
Total Expenses		425.00
Balance of Grant Money Left at May 31, 2015		\$400.00

WORKFORCE LITERACY GRANT

Balance as of May 1, 2015		\$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 May 31, 2015		\$193.73

APPROPRIATION FOR FUTURE AUDIT

Balance as of May 1, 2015		\$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 May 31, 2015		\$5,218.75

RESTORATION FUNDS RECONCILEMENT

Balance as of May 1, 2015		\$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 May 31, 2015		\$754.38



Gloversville Public Library
Director's Report: May 2015
Barbara Madonna – Director

Gloversville READS! 2015 kicked off on May 1st with a sidewalk party. Stewarts donated ice cream, the Friends donated apple crisp and volunteers, members of the Gloversville Retired Teachers were on hand to see copies of the Beekman Boys' books, and over 50 patrons received information about the READS!' events. Other programs during the month included a visit with the Sharon Springs Historian Nancy Pfau, a farmer from Clifton Park, egg incubation in the children's room

The vote held on May 5th to increase the tax levy by \$5,812 and to elect 3 new trustees was successful. Merry Dunn Brown, Pat(ricia) Donovan and Wanda Prew will be sworn in at the July meeting.

The Planning Board also met on May 5th to discuss our application for improvements to the parking lot located at 66 E. Fulton Street. They set the public hearing for June 2nd.

MVLS' annual dinner occurred in May. The Kids in the Garden program we held last summer in cooperation with Micropolis and the community garden on Fremont Street won with MVLS program award. The \$500 will help support year two of the programming.

In May we also received \$2,000 from the Gloversville Lion Club. This will be used to start a small braille collection for children.

Betsy Batchelor, Chris Pesses and I attended the Consolidated Funding Application workshop out at FMCC. Funding would be used for the renovation project. One funding stream requires the City to apply and we obtained permission from the City Council to complete an application under the City's sponsorship.

Nicole Hauser and I spent a lot of time in May sorting out the internal processes and controls of the financial end of book ordering. With our fiscal year ending June 30, we need to close out purchase orders, invoices and statements that are tracked in Polaris, the circulation system.

Meetings

- May 1st 1) Ellen Bach, Whiteman, Osterman and Hanna
2) Staff meeting
- May 5th 1) Library Vote
2) Planning Board meeting
- May 7th Friends of the Library meeting
- May 8th Staff meeting
- May 12th Gloversville City Council meeting
- May 13th 1) Kids in the Garden planning meeting – year 2
2) MVLS Annual Dinner
- May 16th Dave Fisher
- May 19th Building tour with town historians throughout Fulton County
- May 18th Norma Cozzolino, Gloversville Lions Club
- May 19th 1) Matt Tedeschi, Jaeger and Flynn
2) Board of Trustees meeting
- May 20th 1) Gloversville READS! 2015 book discussion, The Bucolic Plague: How Two Manhattanites Became Gentleman Farmers
2) Marshall and Sterling
- May 21st Littauer Foundation visit
- May 22nd 1) Staff meeting
2) Consolidated Funding Application workshop

May 26th Personnel Committee meeting

May 28th 1) Ilka Morse, NYHeritage.org

2) Carson Block, Carson Block Consulting, Chris Mundell and Michelle Largeteau, Joint Automation, Lisa Hayes, Butler Rowland Mays Architects

May 29th Staff meeting

Gloversville Public Library
May 2015
Monthly Report

Statistics for May 2015 are as follows (figures in parentheses represent comparable figures for May 2014):

	2015	2014	
VISITORS	7,945	(7,949)	
CIRCULATION			
Adult Circulation	2,137	(2,429)	
Teen Circulation	239	(275)	
Juvenile Circulation	1,282	(1,413)	
Audiobooks	231	(296)	
eBooks	261	(265)	
Music	16	(53)	
Periodicals	95	(103)	
Videos	1,271	(1,311)	
Museum Passes	0	(2)	
Subtotal	5,532	(6,147)	
In-House Use			
Adult	9	(528)	
Juvenile	70	(571)	
Other Materials	75	(1,090)	
Subtotal	154	(2,189)	
Total Circulation	5,686	(8,336)	
 REFERENCE QUESTIONS	 151	 (549)	
 MEETINGS/PROGRAMS/OUTREACH			
12 Adult programs and meetings with 187 people			(11 Adult programs and meetings with 97 people)
15 Juvenile programs with 181 children			(7 Juvenile programs with 116 children)
4 Teen programs with 32 people			(5 Teen programs with 41 people)
 INTERLIBRARY LOAN			
Material Borrowed	838	(890)	
Material Loaned	570	(647)	
 COMPUTER USAGE	 1,877	 (1,628) users	
 HISTORICAL ROOM			
Visitors	9	(13)	